

Government of Pakistan

FEDERALLY ADMINISTERED TRIBAL AREAS  
DEVELOPMENT AUTHORITY



**NOTIFICATION**

Peshawar, the 1<sup>st</sup> June, 2011.

No. Secy/FDA/5-54/2011. In exercise of powers conferred by section 40 of the FATA Development Authority Regulation, 2006, the Board of Directors of the FATA Development Authority, is pleased to make the following Standing Order, namely: -

**“The FATA Development Authority Employees (Travelling Allowance) Standing Order, 2010”**

**Chapter – I**

**General**

- 1.1 **Short title & commencements:** - (1) This Standing Order may be called the Federally Administered Tribal Areas Development Authority (Travelling Allowance) Standing Order, 2010.
- (2) It shall come into force with immediate effect.
- 1.2 **Extent of application:** - This Standing Order shall apply to: -
- (i) All employees of the FATA – DA.
- (ii) Officers on deputation with the FATA – DA from the Federal Government or Provincial Government, or from an organization

established or managed by either of the Governments, unless otherwise determined in any particular case.

- (iii) Members of the Authority, consultants, experts, authorized medical attendant and officials of other private organization engaged with authority in the accomplishment of its functions.

1.3 **Definitions:** - (1) In this Standing Order, unless the context requires otherwise: -

- (a) “Authority” means the FATA Development Authority established under section 3 of the Regulation.
- (b) “Authorized Medical Attendant” means a registered medical practitioner appointed as such by the Authority who is required to attend an employee or his family under the relevant Medical Attendance Rules.
- (c) “Board” means the Board of Directors of the Authority constituted under Section 5 of the Regulation.
- (d) “Chief Executive” means the Chief Executive of the Authority.
- (e) “Competent Authority” in relation to the exercise of powers under this Standing Order, means the Chief Executive.
- (f) “Controlling Officer” means an officer declared as such for exercising supervision over the Travelling Allowance claims of the employees, as reflected in the Schedule.
- (g) “Day” means a calendar day beginning and ending at midnight.
- (h) “Employee” means a person employed at the head office or in a project or in a field office of the Authority on regular, on deputation or contract basis.
- (i) “Family” means an employee’s: -

- (i) wife or wives, or husband as the case may be, if residing with or wholly dependent upon him;
- (ii) legitimate children and stepchildren less than 12 years of age residing with and wholly dependent upon him; and
- (iii) legitimate children & stepchildren not more than 24 years old residing with and wholly dependent on him, and
- (iv) An adopted child not more than 24 years old subject to the following conditions: -
  - (1) The employee has no legitimate or step-child of his own;
  - (2) Prior approval of the competent authority is obtained for adopting of the child;
  - (3) The Authority's liability will be restricted to one adopted child only;
  - (4) The adopted child will cease to be a member of the family if, after his adoption, the employee gets a legitimate or step-child of his own; and
  - (5) The adopted child is residing with and wholly dependent upon the employee.

**Explanations:** (i) Sons and step sons shall be deemed to be wholly dependent upon the employee till they complete the age of 24 years and shall thereafter be deemed to be as dependent only if the employee certifies that they are wholly dependent upon him.

(ii) Daughters and step daughters shall be deemed to be wholly dependent upon an employee till they are married.

- (j) “Headquarters” means the station which has been declared as such by the competent authority or in the absence of such a declaration, the station where the records of his office are kept.
- (k) “Mileage Allowance” means an allowance calculated on the distance travelled, which is allowed to meet the cost of a particular journey.
- (l) “Pay/Salary” means the amount drawn monthly by an employee as pay fixed in a basic pay scale or otherwise, but does not include allowances or other emoluments.
- (m) “Public Conveyance” means a railway train, aeroplane, bus or other conveyance, which plies regularly on a given course for the conveyance of passengers.
- (n) “Regulation” means the FATA-DA Regulation 2006.
- (o) “Schedule” means the schedule attached with this Standing Order.
- (p) “Tour” means absence on duty from the headquarters, of an employee either within or with proper sanction, beyond his sphere of duty.
- (q) “Transfer” means the movement of an employee from one headquarter station to another such station, either to take up the duties of the new post or in consequence of a change in his headquarters.

(2) Words & expressions used in this Standing Order but not defined, shall have the same meaning as assigned to them in the Regulation.

1.4 **Nature of Travelling Allowance.** (1) Travelling Allowance is granted to an employee to cover the expenses which he incurs in travelling in the Authority’s interest.

(2) The claims of the employees to travelling allowance shall be regulated by this Standing Order as amended from time to time by the Board, after their enforcement.

(3) The difficult condition of terrain, environment and work shall necessitate special concession in travelling through the FATA territory.

1.5 **Functions and duties of the Controlling Officers:** - (1) 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 Authority's interest may: -

(i) issue instructions limiting the extent of touring to be done by the employees.

(ii) if the employee is in receipt of a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance; and

(iii) issue instructions to the employees to regulate their touring in such a way as to minimize unnecessary/large claims for travelling allowance.

(2) Before signing or countersigning a travelling allowance bill, the Controlling Officer shall: -

(i) 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 un-necessary or unduly protracted or that halt was of excessive duration;

(ii) scrutinize carefully the distances entered in the 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;

- (iii) satisfy himself that, where the actual cost of transporting personal effects, is claimed under this Standing Order, the scale on which such personal effects were transported was reasonable and to disallow any claim, which in his opinion, does not fulfill that condition;
  - (iv) exercise due care that there is no evasion or breach of the fundamental principle of travelling allowance, viz that the allowance is not to be a source of profit;
  - (v) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket;
  - (vi) satisfy himself that the mileage allowance for journeys by railways or aeroplane or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.
  - (vii) observe any subsidiary rules or orders which the competent authority may make for his guidance.
- (3) No bill for travelling allowance other than permanent travelling allowance shall be paid, unless it be signed or countersigned by the Controlling Officer.

1.6 **Bar on delegation of duty of counter signature:** Unless expressly permitted by the competent authority, a controlling officer shall not

delegate to a subordinate his duty of countersignature on Travelling Allowance bills.

1.7 **Journeys for which travelling allowance may be drawn:**(1) Travelling allowance may be drawn in respect of a journey performed for any of the following purposes: -

- (a) for the purpose of official tour;
- (b) on transfer;
- (c) on retirement, suspension, dismissal, death or termination of the employee;
- (d) to attend a course of training or to appear at an examination;
- (e) to give evidence in a court or to attend an inquiry or meeting/conference;
- (f) to obtain or furnish medical advice or treatment;
- (g) to attend an official or ceremonial function; and
- (h) any other purpose authorized by the competent authority.

1.8 **Journeys within sixteen kilometers:** - The pay of an 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 traveling allowance for journeys within sixteen kilometers of his headquarters.

1.9 **General Provisions:** - (1) This Standing Order is not exhaustive. If any hardship or difficulty arises than the government rules in vogue shall be admissible or the Competent Authority shall in the best interest of the Authority and the aggrieved person, decide on the matter as a special case.

(2) The government rates in vogue have been prescribed in this Standing Order which may be amended by the Board when:

a. Government revises the rates. Or

b. At discretion revise the rates in the interest of the Authority and its employees.

2.0 **Relaxation:** - Amendments in this Standing Order have been delegated to the Board in accordance with section 40 read with section 10 of the Regulation.

## **Chapter – 2**

### **Travelling Allowance for Journeys on Tour**

#### **Section – I**      **General**

2.1 **When an employee is on tour:** - (1) An 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) In case of doubt, the competent authority may decide whether an absence from headquarters, in a particular case or cases, is absence on duty for the purpose of sub para (1).

2.2 **Employees who are not entitled to Travelling Allowance for Journeys on Tour:** - (1) Where the competent authority has declared that the pay of a particular employee or class of employees has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or aeroplane within his sphere of duty, such an employee may not draw travelling allowance for such journeys though he may draw mileage allowance for journeys by rail or aeroplane.

(2) Such employee or employees may, however, draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty, when travelling with proper sanction beyond his or their sphere of duty.

2.3 **Distance to be travelled before travelling allowance is admissible: -**

Travelling allowance may not be drawn for any journey during which an employee does not reach a point outside the radius of sixteen kilometers from his headquarters. The radius of sixteen kilometers will be calculated with reference to the nearest practicable route.

2.4 **Kinds of travelling allowance:** - The following are the different kinds of travelling allowance, which may be drawn by the employees for journeys on tour: -

(i) Permanent Travelling Allowance.

(ii) Mileage and Daily Allowances.

2.5 **Permanent Travelling Allowance:** (1) A permanent monthly travelling allowance may be granted by the competent authority to any 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 employee's sphere of duty and is drawn all the year round, whether he is absent from his headquarters or not.

(2) A permanent travelling allowance may be sanctioned on the condition that a particular conveyance is maintained or without the imposition of any such condition.

(3) 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 employee concerned that the conveyance was actually maintained by him.

(4) Such allowance may be drawn during leave or joining time at full rate. Provided that the post held by the employee immediately prior to going on leave or availing the joining time, carried the allowance;

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

(5) A 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.

2.6 An employee deputed to undergo a course of training may draw the permanent travelling allowance during the course of training; provided 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.

2.7 **Permanent travelling allowance for two or more posts:** - When an employee holds 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 travelling 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.

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

2.9 **Categories of employees for purposes of Mileage allowance:** - For the purpose of calculating mileage allowance, the employees are placed into various categories, as follows: -

<b><u>Category</u></b>	<b><u>Basic Pay Scale</u></b>
I	Employees in Pay Scale 17 and above, and equivalent
II	Employees in Pay Scale 11 to 16, and equivalent
III	Employees in Pay Scale 05 to 10, and equivalent
IV	Employees in Pay Scale 01 to 04, and equivalent

2.10 **Determination of category of employees in transit:** -

- (1) An employee in transit from one post to another ranks in the category 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 employee is in transit, his travelling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower category; provided that if the initial order entitled him to travelling allowances in a higher category, he may be allowed to claim travelling allowance admissible according to that category on his certifying that he actually travelled by the mode of conveyance of the class admissible to an officer in the higher category.

2.11 **Categories of part-time employees:** - An employee whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, shall rank in such category as the competent authority may allow.

2.12 **Revision of travelling allowance due to retrospective promotion or reversion:** - The travelling allowance of an employee who is promoted or

reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion and the date on which it is ordered, except when the promotion or revision or increase in salary implies a change of duties. In the case of travelling allowance bills passed before the order is issued, no revision of the travelling allowance bill will be allowed. If however, the travelling allowance bills were not passed before the promotion etc is ordered, the case of the traveler may be considered in the light of promotion orders etc.

- 2.13 When an 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. The competent authority may decide as to the place of duty of such an employee for the purposes of this Standing Order.
- 2.14 The rate admissible for road mileage shall be 125 percent of the rate admissible for road mileage under Section – II of this Chapter, if the journey is performed in the Provincially Administered or Federally Administered Tribal Areas.

## **Section – II      Mileage Allowance**

- 2.15 **Principles of calculation of the mileage allowance:** The calculation of the mileage allowance is governed by the following principles: -
- (i) 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.
  - (ii) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling. In case of

doubt, the competent authority may decide which should be regarded as the shortest of the two or more routes.

- (iii) If an 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.
- (iv) The competent authority may for special reasons to be recorded, permit mileage allowance to be calculated on the route other than the shortest or cheapest, provided that the journey is actually performed by such route in the interest of the Authority.

2.16 **Points of commencement and end of journey:** - (1) Mileage allowance shall be admissible from the residence of the 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 outstation,

- (2) Mileage allowance shall also be admissible where road journey is performed by public transport plying for hire on single seat basis from the residence of the employee to the bus/minibus/taxi stand at his headquarters and from such stand to the place of temporary residence at the outstation and vice versa.

2.17 **Different rates for different classes of journeys:** (1) Mileage allowance is differently calculated as the journey is, or could be performed by railway, by road or by air.

(2) The following are the authorized modes of travel: -

- (a) Rail;
- (b) Air;
- (c) Road:

- (i) Car;

- (ii) Taxi;
- (iii) Passenger Bus;
- (iv) Motorcycle;
- (v) On an animal-driven carriage.

2.18 **Mileage allowance for journey by railway:** For the purpose of calculating mileage allowance, the employees falling in various categories, while travelling by railway, are considered to be entitled to accommodation according to the following scales: -

**Category – I:** Accommodation of the highest class by whatever name be it called.

**Category – II:** First Class (Sleeper) accommodation. If travelling on a line which does not provides 1<sup>st</sup> Class (Sleeper) accommodation, the next lower class of accommodation.

**Category – III:** First Class (Sitter) accommodation. If traveling on a line which provides no 1<sup>st</sup> class (sitter) accommodation, the next lower class.

**Category – IV:** Lowest class by whatever name it be called.

2.19 The mileage allowance for a journey by railway admissible to an employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or, in a lower class, plus half of the fare of the class of accommodation to which he is entitled;

Provided that an employee in Basic Pay Scale 20 and above, 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 lowest class fare.

Note (1): Any tax, or surcharge, if actually paid with the fare, should be included in the mileage allowance.

Note (2): An employee who reserves his seat in a train for official business but subsequently due to an unexpected change in the programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets; Provided that it is certified by the concerned officer that

- (a) Cancellation was unavoidable and in the public interest; and
- (b) The booking was cancelled at the earliest opportunity.

Note (3): The provisions contained in note (2) shall, mutatis mutandis apply where an employee on his transfer reserves his seat but due to unexpected change in the programme gets the reservation cancelled. The said provision shall apply and the concession of re-imburement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the employee; Provided that the reservation of seats for the members of family was made along with the reservation of the seat for the employee concerned.

Note (4): Reservation charges, if actually paid by an employee are included in the term “the fare actually paid” in Para 2.19.

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

2.21 **Mileage allowance for journeys by road:** - (1) For journeys by road, mileage allowance is admissible at the following rates according to the different modes of travel: -

(i) Personal Car or a full Taxi Rs. 10/- per k.m.

(To the employees in Category - I)

**Note-1:** A personal car is a car registered in the name of the employee or spouse, as the case may be.

**Note-2:** Where an official vehicle is provided for use by, and made available to an officer, such officer shall not be entitled to any road mileage. However, if at any time the official vehicle provided to an officer is not in order, is under repair or is otherwise not available to the officer for a particular journey, it should be construed that the official vehicle is not available and the use of personal car will then be permissible. The officer concerned may draw mileage allowance as admissible under this Standing Order, after recording a certificate on the T.A bill indicating therein why he could not use the official vehicle for the journey.

(ii) **Borrowed Car:** - An employee in category – I, traveling in a borrowed motor car may charge mileage allowance at the rate of Rs. 10/- per kilometer if he incurs the cost of propulsion himself, in the bill claiming the traveling allowance. In such a case, the officer should give the registration number of the car and the name and occupation of its owner and record a certificate to the effect that he had paid the cost of propulsion himself.

(iii) **Taxi:** - A taxi is admissible to an officer of Category – I, for a journey between places not connected by rail; provided that the taxi is exclusively used by such officer.

Note (1): - An employee not in category – I may hire a taxi in urgency with the approval of the competent authority.

Note (2): - A taxi for the proposes of this Standing Order means a motor vehicle plying on hire and authorized to carry not more than four persons.

- iv) **Public transport, plying for hire on single seat basis:** Rs. 4.00 per km (admissible to all employees).
  - v) **Motor Cycle/Scooter-** Mileage allowances is admissible to the employees in Category – I and Category – II at the rate of Rs. 04/- per kilometer.
- (2) The above rates shall stand revised to the extent of increase sanctioned by the Govt. for its employees or The Competent Authority if considers necessary may revise the mileage allowance/rate for Journey by road with the approval of the Board.
- Provided that the allowance/rates increased shall not be more than 20% in one year.
- (3) No mileage allowance is admissible for traveling in any borrowed means of transport, except a borrowed car.
  - (4) Where two or more employees travel in one and the same conveyance, the officer who either owns the conveyance or has hired/borrowed it may draw mileage and daily allowances, while the others may draw only daily allowance. A note showing the circumstances of such a journey shall be made on the traveling allowance bill of each such officer.
  - (5) Where an employee while traveling 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.
  - (6) No mileage allowance is admissible for journeys within the Municipal limits or Cantonment limits of the town of halt. In such

cases actual conveyance charges may be allowed if no official conveyance is provided to the employee.

- (7) Vouchers shall be attached to every traveling allowance bill presented for payment, particularly in respect of claims for hiring a whole vehicle, but where vouchers cannot be obtained, the concerned officer shall certify that the claim is correct.
- (8) The nature of the conveyance used shall be certified in the traveling allowance bill.
- (9) All controlling officers shall maintain in their office a record of rates of hire of conveyances of all kinds within the jurisdiction, in which the employees subject to their control, ordinarily travel.
- (10) Officers in Basic Pay Scale 20 and above may not attach vouchers to their traveling allowance bills, but shall 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 employee returns to the headquarters or to a place in which his headquarters are situated, whether he halts there or not.

2.23 Where an employee claims road mileage for journey performed by road in his personal car, between places connected by rail, the controlling officer may, at his discretion accept the claim, if he is satisfied that journey by road had to be performed in the Authority's interest.

2.24 **Air Travel:** - (1) For purposes of this Standing Order, 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 taxis.

- (2) An employee in Category – I is entitled to travel by air. Any employee may be authorized by the competent authority to travel by air if the journey is urgent and in the interest of Authority's service. Such an employee may draw mileage allowance equal to the fare charged for the air journey.
- (3) Wherever available, a return ticket at reduced rate shall always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.
- (4) The employees in Basic Pay Scale 20 and above shall be entitled to travel by air in the first class on duty outside Pakistan. For the portion of a journey, if any, lying in Pakistan such employees shall travel in economy class. Journeys within Pakistan will continue to be performed where admissible, by air in economy class, irrespective of the pay and status.
- (5) The provisions of the notes below Para 2.19 also apply in case of air journeys.

**2.25 Mileage allowance for an employee not authorized to travel by air: -**

An employee who is not authorized to travel by air but performs journey by air, can draw, (i) traveling allowance that would have been admissible to him under Para 2.24 if he had been authorized to travel by air, or, (ii) the travelling allowance for a journey by rail or road whichever is less.

**Section – III      Daily Allowance**

- 2.26 (1) A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by an employee in consequence of such absence.

- (2) A day is to be reckoned from midnight.
- (3) A day or a part of the day at the commencement or end of the tour, is to be reckoned as a day for which daily allowance will be admissible; provided that if the commencement or end of the tour falls on the same day, only one daily allowance will be admissible.
- (4) In case of journey by rail, no daily allowance shall be admissible for journey day, but for the day of arrival at and of departure from the place of temporary duty, daily allowance shall be admissible at half of the normal rate.
- (5) In case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination and in the case of return to headquarters, the rate will be the one admissible at the last station of temporary duty before returning to the headquarters.

2.27 **Rate of Daily Allowance:** – (1) \*The rates of daily allowance shall be as indicated below: -

Basic pay scale (or equivalent)	Ordinary rates per day Rs.	Special rates per day Rs.
1 – 4	310	500
5 – 11	390	550
12 – 16	700	900
17 – 18	1250	1600
19 – 20	1550	2050
21	1750	2500
22	1750	3000

**Note:** - The above rates shall stand revised whenever any revision of rates of D.A is announced by the Government for the Govt. servants or the Competent Authority, if considers necessary may revise the above rates with the approval of the Board. Provided that the rates shall not be increased by more than 20% in one year.

- (2) Daily allowance will be admissible only for the night(s) at the out-

station for which daily allowance is claimed. Where night stay is not involved and the absence from headquarters exceeds four hours half daily allowance will be allowed.

- (3) Daily allowance on domestic tours where stay for a night or more is involved, will be admissible only for the night(s) spent at out-stations.
- (4) Half daily allowance will be admissible only in those cases where the absence from headquarters does not involve stay for the night and no daily allowance is drawn for any night stay. It cannot be drawn in addition to any daily allowance drawn for night stay.
- (5) The employees may stay in Govt. Guest Houses, Public Sector Corporations Rest/Guest Houses & hotels/motels, (minus five star hotels). They can claim actual room rent charges on production of receipts subject to the maximum limits as in sub-para (6); Provided that half of the maximum ceiling of the room rent shall be claimed without production of a receipt.

Provided further that the employees shall be required to produce receipts when they stay at a Guest/Rest House owned by the Govt. or a public sector corporation/organization.

**Explanation:** Room rent means actual single room rent, which includes taxes, duties and service charges.

- (6) The rates of room rent at various locations shall be as indicated below: -

	Localities	Officers/Employees	Rates of Room Rent
i.	Karachi	a) Chief Executive/General Managers (B-21 & 20). b) All other officers/employees (B-19 & below)	7 Special D.As. plus taxes.  6 Special D.As. plus taxes.
ii.	Lahore, Islamabad/Rawalpindi	a) C.E/G.Ms (B-21 & 20). b) All other officers/employees (B-19 & below)	6 Special D.As. plus taxes. 5 Special D.As. plus taxes.

iii.	All other localities where Special DA is admissible.	All officers/employees	4 Special D.As. plus taxes.
iv.	All other places.	All officers/employees	4 Ordinary D.As. plus taxes.

- (7) Special rate of daily allowance shall be admissible at Islamabad, Karachi, Sukkar, Bahawalpur, Multan, Lahore, Quetta, Sialkot, Sargodaha, Gujranwala, Rawalpindi, Peshawar, Hyderabad, Faisalabad, Northern Areas, Muzaffarabad & Mirpur AJ & K.
- (8) In case of non-availability of a single room, the touring employee may be allowed to book a double room for his exclusive use; provided the rent thereof does not exceed the maximum permissible limit for a single room. If it happens to be more than his entitlement, the re-imbusement shall be restricted to his normal entitlement only.
- (9) Two officials on tour at the same station, may be allowed to book a double suite/room in a hotel and share it. In such a case either of them shall jointly certify that separate single accommodation was not available for them and that each one of them is claiming not more than one-half of the room-rent restricted to each individual's entitlement. This certificate shall be attached with the T.A. bill of either of the officials.

2.28 **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:** An employee who takes casual leave when on tour, is not entitled to draw daily allowance during such leave.

**Note-2:** An employee who during the course of his tour, returns temporarily to his headquarters on Sunday or a public holiday to attend to his private business, is not entitled to draw daily allowance for the day(s) spent at the headquarters.

- 2.29 (1) Except as specified in sub para (3), daily allowance at full rate shall be admissible for the entire period of continuous halt at temporary duty, without any special sanction or subject to any reduction in the rate.
- (2) Daily allowance shall be admissible for the period of forced delay in the transit for reasons beyond the control of the employee.
- (3) In case of temporary duty at a hill station exceeding thirty days, the competent authority shall have full powers to sanction daily allowance for the entire period of continuous halt to an employee.

**Note:** - An employee who takes casual leave immediately on the conclusion of the temporary duty, will draw daily allowance for the day of departure from the out station to which he would have been entitled had he not proceeded on casual leave.

## **Chapter - 3**

### **Travelling Allowance for Journeys on Transfer.**

#### **Section – I      General**

- 3.1 **General Condition of admissibility:** – Traveling allowance may not be drawn by an 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, otherwise directs.

- 3.2 The competent authority may depute an employee on duty outside his headquarters and order him to reside at a temporary headquarter for a period not exceeding three months. In such circumstances traveling allowances, as on transfer will not be admissible and the employee will only draw traveling allowance as on tour.
- 3.3 **Elements of the traveling allowance on transfer:** – Traveling allowance for a journey on transfer is meant to cover: -
- (i) The cost of transportation of the employee and his family.
  - (ii) Expenditure incidental to the traveling of the employee and his family.
  - (iii) Transportation cost of the personal effects of the employee and his family; and
  - (iv) In certain cases the cost of the transportation of a conveyance or conveyances of an employee.
- 3.4 Traveling allowance will be admissible in respect of all items of expenditure specified in Para 3.3; provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the employee took over charge of the new post.
- 3.5 Traveling allowance of journeys on transfer includes: -
- (i) Mileage allowance for the employee and his family to cover the cost of their transportation;
  - (ii) Daily allowance for the employee and his family to cover incidental expenses.
  - (iii) Cost of transportation of the personal effects of the employee subject to certain limits; and
  - (iv) Cost of moving motor car or other conveyance under certain circumstances.

## Section – II      Mileage and Daily Allowance.

3.6 An employee shall be entitled to mileage and daily allowances on transfer as under: -

- i) In the case of journey by rail: -
  - a) Mileage allowance for himself and for each member of his family equal to the fare actually paid for the journey in a class of accommodation to which he is entitled, or in a lower class, plus half of the fare of the class of accommodation to which he is entitled.
  - b) Transfer grant equivalent to one month pay if possessing a family and half a months pay if he does not possess a family: Provided that the transfer grant within the District in the case of a employee possessing a family shall be equal to one half of the monthly pay and in the case of an employee's not possessing family equal to one-third of the monthly pay;  
**Note:** In cases where an employee possessing family moves to the new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to an employee not possessing family; provided he finally opts to do so on transfer.
  - c) One daily allowance at special rate shall be payable to the employee for every 480 kilometers of road distance; and
  - d) One daily allowance at the rate applicable to the station shall be payable in respect of the employees himself and in respect of each member of his family above 12 years and one-half of the full rate for every child below the age of 12 years, for the day of arrival at the new place of his posting.
- ii) In the case of journeys by modes other than rail: -

- a) Mileage allowance and daily allowance for himself and for each member of his family at the rates to which he is entitled while on tour;

Provided that only half of the daily allowance will be admissible for a child less than twelve years of age;

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

- b) Transfer grant equal to one month's pay of the employee, if he possess a family, or, equivalent to half a months pay, if does not possess a family;

Provided that the transfer grant within the District in the case of employees possessing a family shall be equal to one-half of pay and in the case of employee not possessing a family equal to one third of pay.

Provided further that if the employee is transferred within one year of his continuous posting at a station except in the case of transfer on promotion, he will not be entitled to receive the transfer grant but will draw two extra fares of the class of accommodation to which he is entitled in the case of journey by rail and two extra mileage allowance in the case of journey by modes other than rail.

Explanation: - For the purpose of the above proviso, the period of one year will be counted from the date on which the employee relinquished charge on the occasion for which transfer grant was last paid to him.

Note-1: - Transfer grant is admissible in cases only where traveling allowance on transfer is admissible.

Note-2: - In the case of transfer between two stations, the transfer traveling allowance is admissible where change of

residence is involved, due to the change of headquarters, but it is not admissible in case:-

- (i) change of residence is not involved in consequence of change of headquarters; or
- (ii) change of residence takes place otherwise than in consequence of the change of the headquarters;

3.7 (1) An employee shall be entitled to the cost of transportation of his personal effects not exceeding the following maximum limits: -

<b>Category</b>	<b>If possessing a family</b>	<b>If not possessing a family</b>
I.	4,500 Kilograms	2,240 Kilograms
II.	3,000 Kilograms	1,500 Kilograms
III.	1,500 Kilogram	760 Kilograms
IV.	560 Kilograms	380 Kilograms

- (2) Cost of carriage of personal effects up to the maximum weight permissible under sub-para (1) shall be allowed at the rate of Rs 0.008 per kilometer per kilogram, from the residence of the employee at the old station to his residence at the new station, irrespective of the mode by which the personal effects are carried. It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects.
- (3) An employee claiming the cost of transportation of personal effects is required, inter alia: -
  - (a) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
  - (b) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transportation.

3.8 Subject to the provisions of Paras 3.12 to 3.14 an employee shall be entitled to draw the actual cost of transportation by rail, at his own risk of conveyance, at the following scale: -

**Conveyance which an employee may transport:**

Employees in First Category	A motor car or a motor cycle or an ordinary bicycle.
Employees in Second Category	A motor car or a motor cycle or an ordinary bicycle.
Employees in Third Category	A motor cycle or an ordinary bicycle.
Employees in Fourth Category	An ordinary bicycle.

3.9 When an employee transports his personal effects more than the maximum kilograms admissible, he may draw actual expenses not exceeding the amount admissible for the maximum kilograms prescribed in Para 3.7(1).

3.10 Subject to the prescribed maximum number of kilograms, an employee may draw the actual cost of transporting personal effects to his new station from a place 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 other than his new station; provided that the total 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.

3.11 When an employee is not entitled to carry a motor car or motor cycle/scooter at the expense of the Authority, there is no objection to their inclusion as a part of personal effects provided these are with the maximum weight limits prescribed in Para 3.7(1).

- 3.12 In the case of transportation of motor car by an entitled employee, the cost of transporting a driver may also be drawn.
- 3.13 The allowance to cover cost of transportation of a car self driven/driven by driver, or a motorcycle would be admissible only if the distance travelled exceeds 160 kilometers.
- 3.14 When an employee transports his motor car, motor cycle, by road under its own power between stations connected by rail, he may draw an allowance of Rs. 10 per kilometer in respect of a motor car and Rs. 4.00 per kilometer in respect of a motor cycle;  
Provided that if the employee or a member of his family travels by the conveyance, he may draw mileage allowance as for journeys on tour and no additional allowance under this Standing Order will be admissible.

### **Section – III**                      **Procedural Matters**

- 3.15 An employee who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.
- 3.16 **An employee taking over charge or handing over charge at a place other than his headquarters:-** An 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 his headquarters, is entitled to: -
- (i) Traveling allowance as on tour for the journey to the place of taking over or handing over charge and also for the journey from such a place to his new headquarters; and
  - (ii) Traveling allowance as on transfer, except his own mileage and daily allowance for the journeys from his old headquarters to the new headquarters.

- 3.17 **Employees appointed to a new post while in transit:-** An employee appointed to a new post while in transit from one post to another, is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for journeys from the place at which he receives such orders to his new station.

**Section – IV Travelling Allowance in r/o employees on Leave.**

- 3.18 **Employees transferred after enjoying leave:-** An 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 traveling allowance as on transfer from his old to his new post.
- 3.19 **Employees recalled to duty before expiry of leave:** When an employee is compulsorily recalled to duty from leave spent in Pakistan before its expiry, he shall be entitled to draw a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the station to which he is ordered to report for duty. In case he is recalled to duty and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

## Chapter - 4

### Traveling Allowance for Journeys other than those on Tour or Transfer

#### Section – I      Journeys on first appointment on deputation and on retirement, dismissal or termination of an appointment.

- 4.1 (1) Unless the competent authority by special or general order so permits, traveling allowance is not admissible to any person appointed to a post in the Authority, who is at the time not holding any appointment in the Authority, for the journey to join his post.
- (2) Traveling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to the Authority service.
- (3) The rate admissible to the fresh appointee will be the rate prescribed for the category to which he will belong after joining his post.

4.2 The traveling allowance of an employee both when proceeding on transfer to a foreign service and when reverting to duty in the Authority shall be borne by the foreign employer.

Note: - The above para applies even in cases in which an employee in foreign service takes leave before returning to duty in the Authority.

4.3 A person holding a regular post under the Federal or Provincial Govt; or of an autonomous/semiautonomous organization setup or managed by any of these governments, may be granted traveling allowance to join a post under the Authority and while reverting to his parent department in the government/organization;

Provided that no such allowance will be admissible on reversion, if the reversion is at the request of such person.

- 4.4 Unless the competent authority so permits, no person is entitled to any traveling allowance for a journey made after dismissal from the Authority's service or after termination of his service by the Authority;
- 4.5 An employee retiring from the Authority's service may draw traveling allowance and transfer grant as on transfer from his last headquarters to the place where he is going to settle.
- 4.6 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 service.

**Section – II**      **Travelling Allowance in case of death during service**

- 4.6 (1) The family of an employee who dies while in service shall be entitled, from his last headquarters to the place where the family is going to settle, to the traveling allowance, etc as under:-
- (i) Actual fare by rail (to which the employee was entitled before his death) for each member of his family and, for journey by road between places not connected by rail, mileage allowance shall be allowed;
  - (ii) Cost of transportation of personal effects to the extent admissible to the deceased employee on transfer;
  - (iii) Transfer grant to the extent admissible to the deceased employees as on transfer from one station to another.
- (2) The expenditure incurred by the family of a deceased employee on the transportation of dead body of such employee may be met by the Authority to the extent and in the manner indicated below:
- (i) Where the dead body is transported by rail, actual cost of transportation from the last station of the duty of the deceased to his hometown.

- (ii) Where the dead body is transported by road, actual cost of transportation subject to the maximum of Rs. 20.00 per kilometer. The distance shall be calculated from the residence of the deceased at the last station of duty to his hometown.
- (iii) Where the dead body is transported by air, actual cost of transportation; provided that transportation by air shall be permissible only in cases where transportation by rail or road would take more than 24 hours to reach the destination.

**Explanation:** - Actual cost of transportation of dead body shall also include, burial charges of Rs. 5,000.00 or as revised by the Competent Authority.

- (3) When the dead body is transported by air, one single fare by economy class will also be allowed for the attendant, if any, accompanying the dead body;

Provided that in the case of death of the wife of an employee (only one wife), her dead body shall also be allowed to be transported to the home-town of the employee concerned at Authority's expense in addition to the facility of an attendant;

Provided further that such attendant may be only a member of the family of the deceased employee;

Provided further that any claim on this account shall be in lieu of, and not in addition to, the attendant's normal entitlement under sub-para(1).

- (4) The cost of transportation of dead body shall in all cases be allowed on the application of the family of the deceased employee only. If applied for, advance may also be allowed to the bereaved family in accordance with the rules applicable for the advance of traveling allowance, which shall ultimately be adjusted as usual.

The application should contain the following particulars: -

- (i) Name of the deceased employee;
  - (ii) His/her designation and the name of the office in which he/she was working at the time of his/her death;
  - (iii) Name and address of the applicant;
  - (iv) His/her relationship with the deceased;
  - (v) Home-town of the deceased employee or the place where the family intends to proceed;
  - (vi) Names of family members along with age of each of them; and
  - (vii) Approximate weight of personal effects.
- (5) In the event of the death abroad of an employee deputed outside Pakistan in connection with temporary official duty or on a course of training financed entirely by the Authority, the expenditure connected with the death, to the extent supported by the relevant vouchers in original and certified as the minimum by the head of Pakistan Embassy or Pakistan Mission in the country concerned, will be borne by the Authority, as follows: -
- (i) If the dead body is buried locally in the country where the employee was deputed, the total cost of the local burial; or
  - (ii) If the dead body is transported to Pakistan, the total cost of such transportation including incidental expenses incurred for preparation of the body for transportation, such as embalming and local transportation charges, and burial cost of Rs. 5,000.00 or as revised by the Competent Authority.

### **Section – III      Journey on a Course of Training**

#### **4.7 Grant of Traveling Allowance to the employees during training within the country: -**

- (1) Traveling/Daily allowance would be admissible at tour rates for original journey to and last journey from the place of training;
- (2) Traveling/Daily allowance would be admissible at tour rates during journey(s) in connection with study tour(s) arranged by the Training Institute(s) during the course of training;
- (3) Daily allowance would be admissible at full rates irrespective of the period of training in case boarding and lodging facilities are not provided during the course of training; and
- (4) Daily allowance would be admissible at half rates where only one facility of either boarding or lodging is provided. The trainee(s) will have option either to accept available facility and draw daily allowance at half rates or make own arrangements and draw Daily Allowance at full rates.

**Section – IV Travelling Allowance for Journeys to give evidence in a court to get medical advice, to attend an inquiry or meeting/conference or official functions:**

- 4.8 (1) An employee permitted at his request to attend a meeting or conference held in Pakistan, and if any Authority's interest is served there, may be paid:-
- (i) Single return railway fare for the journey without any road mileage or daily allowance, if the meeting or conference is held in the Khyber Pakhtunkhwa.
  - (ii) Economy class air fare from the headquarters to Lahore, Karachi and Quetta and any other city having air service, in addition to railway fare for the rest of journey, if the meeting or conference is held in another province.

(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 or conference or workshop/seminar.

4.9 (1) An employee appointed as a member of a committee, commission or board constituted by the Government or the Authority may draw traveling allowance as for a journey on tour.

(2) An employee appointed to assist a departmental enquiry or preliminary investigation into charges of corruption or misconduct, has to undertake any journey in connection with such enquiry or investigation, is entitled to traveling allowance as for a journey on tour.

4.10 **Travelling Allowance to an employee summoned to give evidence: -**

(i) If an employee is summoned to give evidence in a civil or criminal case, a case before a court martial or a departmental enquiry held by a properly constituted authority in Pakistan or in a foreign territory, he shall be entitled to travelling allowance as for a journey on tour. 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

Provided further that if the court by which he is summoned is not situated within 16 kilometers of his headquarters or within municipal limits of the town where his headquarters are located.

Provided further that he is not receiving the permanent travelling allowance.

2) When an employee draws traveling allowance under sub-para (1): -

(i) If the court or the authority by which he was summoned is in Pakistan, he may not accept any payment of his travel expenses in connection with the journey from such a court or the authority or if provided under the courts rule, he shall deposit the same with the Authority.

- (ii) If the court or the authority by which he was summoned is in a foreign territory he may receive from the court or the authority such payment of his expenses as may be admissible to him under the rules of the court/authority and credit the amount to the Authority, stating in his traveling allowance bill the amount received, the date on which it has been credited and where no amount is paid to him by the court, he should ascertain the reasons therefore and state it in his traveling allowance bill.

**Note-1:** The employee claiming travelling allowance for attending a court shall attach to his bill a certificate of attendance given by the court or other authority, which summoned him.

**Note-2:** An employee summoned to give evidence while on leave or on vacations, is entitled to traveling allowance from and to the place from which he is summoned as if he was on duty.

**Note-3:** When an employee who is summoned as witness in a criminal case, or a civil case, claims traveling allowance, a certificate from the court should be attached to the bill showing the amount of the traveling or subsistence allowance, which he has been paid under the rules of the court.

**Note-4:** Note 3 shall also apply to an employee in foreign service; provided the facts to which he is to give evidence have come to his knowledge in the discharge of his duties while serving under the Authority.

4.11 **Other cases:** - An employee summoned to give evidence in circumstances other than those specified in Para 4.10, is not entitled by reason of his position as an employee, to any payment other than that

admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment for traveling expenses, he must credit that sum to the Authority's accounts before drawing full pay for the day(s) of absence.

4.12 The competent authority may sanction traveling allowance as for a journey on tour in a case in which an employee has to undertake 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 the Authority has decided to undertake his defense at the Authority's cost.

4.13 Traveling allowance as for journey on tour is admissible to an 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 an employee summoned by a police officer to give evidence before him.

4.14 **Travelling Allowance to persons attending Commission of Inquiry, etc: -**

(1) When any person, not being an employee, but including an employee of the Authority or the Government of another Province is required to attend any meeting of a commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity, the competent authority may grant him traveling allowance for the journey calculated under the ordinary rules for the journey of an employee on tour, and for such purpose may declare by general or special order, the category to which such person shall be deemed to belong;

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

- (2) The competent authority may delegate the powers conferred upon it by sub-para (1) to the officer presiding over the meeting of the Commission or other body, which the person concerned is required to attend.
- (3) Traveling allowance is not admissible to private Legal Practitioners employed in cases on behalf of the Authority except where the agreement with such persons allows the payment of the travelling allowance.
- (4) Non-officials may be allowed by the competent authority traveling allowance (including daily allowance and mileage allowance) according to their status for helping the Authority in its various activities.

**Section – V      Travelling Allowance for journeys to obtain medical advice**

- 4.15 (1) When the place at which an employee falls ill is not the headquarters of the authorized medical attendant, the patient shall be entitled to traveling allowance for the journey to and from such headquarters.
- 2) A claim for traveling allowance under sub-para (1) above shall be accompanied by a certificate from the authorized medical attendant stating that medical attendance was necessary for the employee.
- 4.16 (1) If the authorized medical attendant is of the opinion that the case of a patient entitled to treatment under the relevant rules for medical attendance, is of such a serious or special nature as to require medical attendance by a consultant/specialist other than himself, or that the patient requires anti-rabic treatment, he may with the approval of the Medical Superintendent of the hospital where he is employed (which shall be obtained before hand, unless the delay

involves to entail danger to the health of the patient), send the patient to the nearest specialist or other medical officer in the Khyber Pakhtunkhwa, by whom in his opinion medical attendance is required for the patient, and in the case of anti-rabic treatment, to the nearest hospital in the province where such treatment is available.

- (2) A patient sent to a specialist or anti-rubic hospital under sub-para (1) shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the headquarters of the specialist or other medical officer or, as the case may be, the place of anti-rabic treatment.

4.17 When an employee is required under 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 traveling allowance for the journey undertaken to appear before such board or medical officer.

4.18 (1) If an employee being stationed at a place where there is no recognized hospital under the medical attendance rules applicable to him, is required to obtain a medical certificate from a medical officer of the said hospital, in support of an application for an initial grant of leave, he may draw traveling allowance for the journey undertaken to obtain such a certificate.

- (2) Traveling allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.

4.19 (1) If an 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 officer of a recognized hospital for further opinion as to the necessity for the leave recommended in that certificate, he may

draw traveling allowance for the journey undertaken to obtain that opinion.

- (2) Traveling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.20 An employee directed by his supervising officer in the interest of the Authority's service, to apply for an invalid pension may, if he is required to undertake a journey in order to appear before a medical board, draw traveling allowance as on tour;

Provided that a certificate supports his traveling allowance bill that he was directed to apply for an invalid pension in the interest of the Authority's service.

4.21 An employee who has been directed to apply for or is in receipt of a wound or disability pension from Government, may draw travelling allowance for journeys to obtain a certificate from a medical board for the grant of or the continuance of such pension.

4.22 The competent authority may allow traveling allowance to an employee who voluntarily applies for an invalid pension; provided that the authority is satisfied that the circumstances of the application are such as to justify the concession.

4.23 (1) When an employee suspected to be suffering from tuberculosis is required, after examination by the authorized medical attendant to proceed for X-Ray, Laboratory test or other examination to the nearest hospital/station where such facilities are available, he may, on production of a certificate from the Medical Superintendent of the hospital concerned, draw traveling allowance for the journey performed by him to and from the place of the test/examination as on tour.

(2) The journey under sub-para (1) shall not be undertaken without the previous permission of the controlling officer if such permission can be obtained without risk to the life of the employee.

4.24 Traveling allowance under Paras 4.15, 4.16 and 4.21 shall be calculated as for a journey on tour; provided that no allowance shall be drawn for halts on the journeys, while traveling allowance under other rules of this section may be allowed as for journeys on tour.

4.25 (1) If the authorized medical officer or the medical officer of a recognized hospital from whom the employee is getting treatment, considers that the employee should leave his station to obtain medical advice or treatment or to proceed on leave, and it is unsafe for him to travel unattended and he does not himself accompany him, and arranges for an attendant to do so, the attendant: -

- (i) if an employee, shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; and
- (ii) if not an employee, may draw actual expenses.

(2) When the medical officer's opinion as to the necessity for the journey and for an attendant during it, cannot be obtained before its commencement, a certificate from the medical officer concerned that the journey with an attendant was necessary, is sufficient for the purpose of drawing the travelling allowance.

Note: - An overseer, nurse, or other person, attending on or escorting an insane or a sick employee should, when traveling with him, be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

**Section – VI      Travelling Allowance for Journeys to attend official and ceremonial functions.**

- 4.26 (1) An employee who is required to attend an investiture ceremony or other such functions including seminars, workshop, symposia etc. elsewhere than at the headquarters, may draw traveling allowance for the journey as for a journey on tour.
- (2) No traveling allowance is admissible to an employee for attending such a function with which he is not officially connected, though he may have received a courtesy invitation for the same. It is for the competent authority to see while permitting an employee to be present at a function, if he is really required to attend it in the Authority's interest, and if so, whether traveling allowance should be permitted for the journey as for a journey on tour. If several employees of one and the same department attend a particular function, it should also be seen whether the same conveyance can be shared by all of them, and decision may be taken accordingly.

**Section – VII      Journeys to places outside Pakistan.**

**4.27 Travelling allowance for journeys on duty to places outside Pakistan:**

▬ When an employee is required to proceed to places outside Pakistan on official duty, the Chief Executive shall decide the scale on which he shall draw the travelling allowance keeping in view the scale admissible to civil servants on similar duty as notified by the Finance Division, Government of Pakistan and subject to the condition that the scale so fixed shall not exceed that admissible to a civil servant.

## **Schedule**

### **Controlling Officers**

<b>A.</b>	<b><u>For employees at the Head Office &amp; Field Offices</u></b>	<b><u>Controlling Officer</u></b>
1	2	3
	(1) Chief Executive	Chief Executive
	(2) General Managers, Managers & other officers in Category – I	Chief Executive
	(3) Assistant Managers & other officers/staff in Category – II to IV	Secretary
<b>B.</b>	<b>At the Projects of the Authority.</b>	
	(1) Project Directors (B-19) and Project Managers (B-18).	General Manager concerned.
	(2) Other employees.	Project Director/ Project Manager.

**--Sd--  
Chief Executive,  
FATA Development Authority**