

**HOME DEPARTMENT****POLITICAL****NOTIFICATION****\*THE PUNJAB MINISTERS TRAVELLING ALLOWANCE  
RULES, 1953**

1. These rules may be called the Punjab Ministers Travelling Allowance Rules, 1953.

2. They shall be deemed to have come into force with effect from the 1st April, 1953.

3. A Minister, when travelling by rail on duty, is entitled to—

[(a) an air-conditioned 1st class coupe or if this be not available a First Class four-berth compartment or a single berth in an air-conditioned coach or a single seat in a rail-car between Kalka and Shimla ; .

(aa) recover the actual travelling expenses subject to a maximum of twelve pies per mile ;]

\*Published,—vide Punjab Government Notification No. 4436-P-53/32824, dated 1st June, 1953.

\*Substituted by Punjab Government Notification No. 3408-PI(C)-58/36808, dated the 19th December, 1958 (with effect from the 1st April, 1955) and further amended.—vide Notification No. G.S.R.-74/PA/6/47/S2A/Amd. (13)/92, dated 29th October, 1992. (with effect from 29th July, 1992).

- (b) railway fare actually paid for not more than six personal servants at the lowest class rates; whether they travel with him or precede or follow him ;
- (c) conveyance of all <sup>1</sup>[personal effects] including stores carried for consumption, whether taken in the luggage van of the train or sent by another train ;
- (d) the whole cost of conveyance of a motor car, when it has been employed for journeys made in the public interest and four-fifths of the cost of carriage where it has served personal convenience to an appreciable extent ; and
- (e) in addition to the concessions mentioned above, a Minister may, for a journey by rail, draw half daily allowance for the days of departure from and arrival at Headquarters.

Notes.—(i) If on any one day, two separate journeys are performed one ending at and the other commencing from Headquarters, one half daily allowance will be admissible in respect of each separate journey.

(ii) Where, in these Rules <sup>2</sup>(First Class) railway accommodation is referred to, it includes accommodation of the class next below (first Class) available on a particular route.

4. (1) When travelling by road or steamer, otherwise than by a conveyance provided at State expenses, a Minister may charge his actual travelling expenses on his own certificate that the amount charged has been actually paid and does not include any charge for refreshments, hotel or staging bungalows. In the alternative, he may, if he so chooses draw for journey by road—

- (a) mileage allowance of four rupees per kilometre ;
- (b) actual expenses of the transport of—
  - (i) his personal servants up to a maximum number of six ; and
  - (ii) all luggage for which he vouches as his <sup>3</sup>[personnel effects] including stores taken for consumption on tour ; and
- (c) mileage allowance for carriage of empty cars by road, at six annas per mile.

<sup>1</sup>Substituted by Punjab Government Notification No. 4609/P-C/54/13430, dated the 12th June, 1954.

<sup>2</sup>Substituted by Punjab Government Notification No. 3408-PI-(C)-58/36808, dated the 19th December, 1958. It was deemed to have taken effect from the 1st April, 1955.

<sup>3</sup>Vide Notification No. GSR/60/PA/6/47/S2A/Amd. (12)/86, dated 8th September, 1986, amended,—Vide Notification No. GSR/74/PA/6/47/S2A/Amd. (13)/92, dated 29th October, 1992 and further amended,—vide Notification No. GSR/67/PA. 6/47/S2A/Amd. (16)/98, dated 9th September, 1998.

(2) A Minister may while travelling by road or steamer draw half daily allowance for the days of departure from and arrival at Headquarters.

<sup>1</sup>(3) A Minister may use his own private vehicle for official purpose subject to the following conditions, namely :—

- (i) that this facility shall be available to a Minister who exercises his option to use his own private vehicle by surrendering Government vehicle allotted to him along with driver ;
- (ii) that the Minister concerned shall be entitled to an amount of five thousand and five hundred rupees per month for maintenance and local journeys (including the salary of driver) ;
- (iii) that a mileage allowance at the rate of five rupees per kilometer shall be paid to the Minister and this allowance is admissible for outstation journeys but not for local journeys at the headquarter or in the towns which are visited by him ; and
- (iv) that the log book shall be maintained as maintained for Government vehicle by the personal office and the genuineness and correctness of the same shall be certified by the Special Secretary, Secretary or Private Secretary of the Minister.

Amended  
by Notification  
dtd 20 April, 2016

2. In the Punjab Ministers Travelling Allowance Rules, 1953, in rule 4, in sub-rule (3) :—

- (i) in condition (ii), for the words “three thousand five hundred rupees”, the words “five thousand five hundred rupees” shall be substituted.
- (ii) in condition (iii), for the words “four rupees”, the words “five rupees” shall be substituted.

5. (a) A Minister may perform on duty, journey by air to any part of India, by the Executive class in a Government machine or in the machine of a Public Air Transport Company.

<sup>1</sup>New sub-rule added,—vide Notification No. GSR/76/PA/6/47/S2A/Amd. (14)/94, dated 23rd November, 1994 and further amended,—vide Notification No. GSR/67/PA. 6/47/S2A/Amd. (16)/98, dated 9th September, 1998. and further amended,—vide Notification No. 1/10/2000 cabinet/2760, dated the 19th May, 2000.

(b) When travelling by air, a Minister is entitled to draw the fare paid for the journey by air and, if actually paid, the cost of transporting all personal effects by rail at passenger rates or by road and railway fares, actually paid, for not more than six personal servants at the lowest class rates. He may in the alternative draw travelling allowance, as is admissible to a Government servant of Class I, under the rules contained in Chapter II of the Travelling Allowance Rules, Punjab Civil Services Rules (Volume-III) (First Edition, 1953). If, at either end of the journey by air, a Minister has to perform a connected journey by rail or road, he may draw travelling allowance admissible for such journeys under rule 3 and 4 above. No allowance may, however, be drawn in respect of the surface transport which forms part of the air journeys and included in the fare paid for the air journey.

6. A Minister is entitled to travel beyond the limits of the State of Punjab on official business.

7. A Minister, may while on tour, draw daily allowance at the rate of three hundred rupees in addition to the above payments :

Provided that—

- (i) the daily allowance for the days of departure from and arrival at headquarters shall be such as provided under rules 3(e) and 4(2) ;
- (ii) in the case of a Minister, who is treated as a State Guest during an official visit outside the State of Punjab, his daily allowance shall be limited to one-fourth, if he is provided free Board and lodging officially, and one-half, if he is charged either for board or for lodging.

8. On proceeding to join office, a Minister may, in respect of the journey from his home to the headquarters of Government, avail himself of all the travelling allowance facilities under these rules. Similar facilities from the headquarters of Government to his home, shall be allowed to a Minister on demitting office.

<sup>1</sup>Substituted,—vide Punjab Government Notification No. GSR/28/PA/6/47/S.2A/Amd. 7(75), dated 13th March, 1975 and further substituted,—vide Notification No. GSR/60/PA(6)/47/S.2A/Amd. (12)86, dated 8th September, 1986 and amended,—vide Notification No. GSR/74/PA(6)/47/S.2A/Amd. (13)/92, dated 29th October, 1992,—vide Notification No. GSR/6/47/S.2A/Amd. (15)/96, dated 3rd January, 1996 and further amended,—vide Notification No. GSR/67/PA 6/47/S.2A/Amd. (16)/98, dated 9th September, 1998.



9. (1) Subject to sub-rule (2) below, when a Minister for whom special railway accommodation is provided or who is entitled, under these rules, to reserve railway accommodation by requisition, travels in such reserved accommodation on tour, the entire cost of haulage is borne by the Government.

(2) Unless it be otherwise expressly provided in these rules, any person travelling with the Minister in the reserved accommodation must pay the usual fares to the railway by the purchase of the required number of \*[first class] tickets, and in every bill for travelling allowance in respect of journey performed in reserved accommodation, the Minister reserving the accommodation must specify the number of persons who travelled with him and certify that the necessary number of tickets were purchased by them.

*Notes.*—(1) The Minister reserving the accommodation shall be required before beginning the journey to have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the Station from which the journey is commenced. This is necessary in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fares realised by the Railways. When, in the case of a Minister who travels in reserved railway accommodations, no travelling allowance bills received, by the Audit Officer but only debits, are received on account of Railway Requisition the Audit Officer will call for a certificate from the Minister to the effect that the journey covered by the requisition was on public duty.

(2) If it is necessary in the public interest for a Private Secretary, a Stenographer or a Clerk to accompany a Minister in the reserved accommodation, then, he may do so, even when the number of persons travelling in the reserved accommodation already exceeds the number of fares charged by the Railway for reserving the accommodation; provided that he purchases a ticket for the class of accommodation in which he is entitled to travel. In such a case, the Minister shall certify in the bill for his travelling allowance that it was in the interest of the public service that the Private Secretary, Stenographer or Clerk travelled with him in the reserved accommodation and that he actually purchased a ticket of the class to which he was entitled. The cost of the ticket will not be deducted from the charge on account of ~~haulage~~ of reserved accommodation payable to the Railway.

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\*Substituted by Punjab Government Notification No. 3408-PI(C)-58/36808, dated the 19th December, 1958 (with effect from the 1st April, 1955).

10. (1) A Minister is entitled to a conveyance allowance of Rs. 300 per mensem. This is not subject to any reduction for any day for which ordinary travelling allowance is drawn. The State Government shall, however, be competent to provide for a Minister a State Car, in lieu of the conveyance allowance, and when a State Car is so provided, the expenses for maintenance and propulsion shall be borne by the State Government.

(2) While performing journeys on tour in a State Car, the Minister shall be entitled to daily allowance only. For Private journeys within a radius of ten miles from the place of halt while on tour or the headquarters, nothing shall be charged from the Minister but in respect of such portion of journeys as are beyond a radius of the aforesaid ten miles, the Minister shall provide petrol and mobil oil at his own expense; provided that if the place of halt is Delhi, 20 miles shall be substituted for ten in this sub-clause.

Note.—A Minister, who uses a State Car for a private journey beyond a radius of \*10 or 20 miles as the case may be, shall record a certificate in the following form on the T.A. Bill :—

“Certified that the charges for the private journey (s) performed in the State Car beyond radius of \*10/20 miles of \*\*\_\_\_\_\_ on\_\_\_\_\_ have actually been paid to Government account,—vide Treasury Voucher/Challan No.\_\_\_\_\_ dated\_\_\_\_\_.

\*Strike off whichever is inapplicable.

\*\*Herein indicate the place of halt.”

(3) <sup>1</sup>[An advance may be made to a Minister, proceeding on a long and expensive tour, of an amount sufficient to cover his personal travelling expenses, subject to adjustment, on completion of the tour or the 31st day of March, whichever is earlier, against the amount of travelling allowance admissible to him].

<sup>1</sup>Added by Punjab Government Notification No.10237-PI-59/38859, dated the 15th December, 1959.

11. (1) When a Minister goes to a place outside his headquarters at his own expense or at the expense of an Organisation other than Government <sup>2</sup>[\* \* \*], whether in connection with an election to the State Legislature or Parliament or any local body or for any other private work, he may be allowed air-conditioned/1st Class railway fare or the fare for journey by air or for a single seat in a rail-car, as the case may be, if he is required in public interest to come back at the headquarters or at any other place in the State by interrupting the election or private work in connection with which he had gone :

Provided that if, in the absence of railway service or train connections the journey is performed by the Minister by bus or private car or by ferry in part or in whole he may be allowed his actual travelling expenses on his certificate to the effect that the amount charged was actually paid and does not include any charges for refreshments, hotel or staging bungalow.

(2) The concession mentioned in sub-rule (1) will also be admissible to the Minister for his return journey to the place, from which he was required to come in public interest, provided such return journey is performed within twenty-four hours of his arrival at the headquarters or at any other place in the State, as the case may be.]

*Note.*—The word “Minister” wherever occurring in these rules shall include “Chief Minister”.

E. N. MANGAT RAI,  
Chief Secretary to Government,  
Punjab.

<sup>1</sup>Added by Punjab Government Notification No. 9299-P-60/28887, dated the 21st November, 1960.

<sup>2</sup>The words “or on free railway pass admissible for journeys of such be” omitted by Punjab Government Notification No. Pol-2(2)-61/12233, dated the 20th May, 1961.

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[Extract from the Punjab Govt. Gaz. (Extra), dated the 18th July, 2013]

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF GENERAL ADMINISTRATION**  
**(CABINET AFFAIRS BRANCH)**

**NOTIFICATION**

The 18th July, 2013

**No. 2/2/2009-2Cabinet/3133.**-In exercise of the powers conferred by sub-section (1) of section 2-A of the East Punjab Ministers' Salaries Act, 1947 (Punjab Act No.VI of 1947) , and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Ministers' Travelling Allowance Rules, 1953, namely: -

**RULES**

1. (1) These Rules may be called the Punjab Ministers' Travelling Allowance ( First Amendment) Rules, 2013.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Ministers' Travelling Allowance Rules, 1953 , in rule 4, in sub-rule (3), for clause (ii) and (iii) the following shall be substituted, namely :-
  - (ii) that the Minister concerned shall be entitled to an amount of Ten Thousand rupees per month for maintenance including the salary of driver.
  - (iii) that a mileage allowance at the rate of fifteen rupees per kilometer shall be paid to the Minister and this allowance is admissible for outstation journeys and for local journeys at the headquarter or in the towns which are visited by him

**NAVREET SINGH KANG**  
Chief Secretary to Govt. of Punjab



**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF GENERAL ADMINISTRATION**  
**(CABINET AFFAIRS BRANCH)**

**NOTIFICATION**

The 25th May, 2015

**No. G.S.R.34/P.A.VI/1947/S.2-A/Amd.(20)/2015.**-In exercise of the powers conferred by sub-section (1) of section 2-A of the East Punjab Ministers' Salaries Act, 1947 (Punjab Act No. VI of 1947), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Ministers' Travelling Allowance Rules, 1953, namely :-

**RULES**

1. (1) These rules may be called the Punjab Ministers' Travelling Allowance (Amendment) Rules, 2015.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Ministers' Travelling Allowance Rules, 1953 (hereinafter referred to as the said rules), in rule 4, in sub-rule (3), in clause (iii), for the words "fifteen rupees," the words "eighteen rupees," shall be substituted.
3. In the said rules, in rule 7, for the words "one thousand rupees", the words "one thousand five hundred rupees" shall be substituted.

**SARVESH KAUSHAL,**  
Chief Secretary to Government of Punjab

PUNJAB GOVT. GAZ., APRIL 29, 2016  
(VYSK 9, 1938 SAKA)

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**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF GENERAL ADMINISTRATION  
(CABINET AFFAIRS BRANCH)

**NOTIFICATION**

The 20th April, 2016

**No.G.S.R. 36/P.A.VI/1947/S.2-A/Amd.(21)/2016.**—In exercise of the powers conferred by sub-section (1) of section 2-A of the East Punjab Ministers' Salaries Act, 1947(Punjab Act No. VI of 1947), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Ministers' Travelling Allowance Rules, 1953, namely:-

**RULES**

1. (1) These Rules may be called the Punjab Minister's Travelling Allowance (Amendment) Rules, 2016.
- (2) They shall be deemed to have come into force on and with effect from the 21st day of March, 2016.
2. In the Punjab Ministers' Travelling Allowance Rules, 1953, in rule 4, in sub-rule (3), in clause (iii), for the words "eighteen rupees" the words "fifteen rupees" shall be substituted.

**SARVESH KAUSHAL,**

Chief Secretary to Government of Punjab.