

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

NOTIFICATION

The May, 2015

No / /2015-3FP2/ . In exercise of the powers conferred by the proviso to article 309 of the Constitution of India 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 Civil Services Rules, Volume-III, namely:—

RULES

1. (1) These rules may be called the Punjab Civil Services (First Amendment) Rules, Volume-III, 2015.

(2) They shall be deemed to have come into force on the 1st day of August, 2009.

2. In the Punjab Civil Services Rules, Volume-III (hereinafter referred to as the said rules), for rule 2.15 and the Notes thereunder, the following shall be substituted, namely:

2.15. On the basis of Grade Pay admissible under the provisions of Punjab Civil Services (Revised Pay) Rules, 2009, the Government employees are divided into following five grades:—

Grade	Grade Pay Ranges
First grade	Rupees 10,000 and above.
Second grade	Rupees 7600 and above but less than rupees 10,000.
Third grade	Rupees 5000 and above but less than rupees 7600.
Fourth grade	Rupees 3800 and above but less than rupees 5000.
Fifth grade	Below rupees 3800.

Note 1: The grade to which a retired Government employee belongs on his re-employment shall be determined with reference to the grade pay admissible to him on the date of his retirement or the grade pay of the post to which he is re-employed, whichever is lower.

Note 2. The grade of a probationer shall be determined with reference to the grade pay of the post to which he is appointed.

3. In the said rules, for rule 2.18, the following rule shall be substituted, namely:—

“2.18. Definition of daily allowance and the rule as to its drawal. A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence.

Save as otherwise expressly provided in these rules, daily allowance at full rate shall be admissible if the absence of the Government employee from the headquarters is for a period of six hours or more subject to the condition that the travelling is beyond twenty-five kilometres from the headquarters.

Unless in any case it be otherwise expressly provided in these rules, daily allowance may be drawn while on tour by every Government employee whose duties require that he should travel and may not be drawn except while on tour.

4. In the said rules, in rule 2.24, A

- (1) for clause 2.24 A, excepting the notes thereunder, the following shall be substituted, namely:

“A–The Entitlement to Travel by Railway

The entitlement of a Government employee to travel by railway shall be as under: –

Grade under rule 2.15	Travel entitlement
First grade	First Class Air-Conditioned/ Executive Class.
Second grade	First Class /Air-Conditioned Chair Car/ Air-Conditioned two tier sleeper.
Third grade	First Class/Air-Conditioned Chair Car/Air-Conditioned three tier.
Fourth & Fifth grades	Second Class sleeper.

- (2) for the provisions under the heading **“B–Class of Accommodation by Sea or River Steamer”**, the following shall be substituted, namely:

The entitlement of a Government employee to travel by Sea or River Steamer shall be as under:

Grade under rule 2.15	Entitlement of class of Accommodation
First grade	Highest class.
Second grade	If there are two classes only on the steamer, the highest class; and if there are three classes, middle or second class.
Third & Fourth grades	If there are two classes only on the steamer, the lower class; if there are more than two classes,

	middle or second class, and if there be four classes, third class.
Fifth grade	Lowest class.

(3) for clause B-I, the following shall be substituted, namely: ó

õB1–The Entitlement to Travel by Road

The employees shall have the option to travel by any mode of road transport that is, whether by air-conditioned bus, deluxe bus or ordinary bus subject to the payment of actual charges or maximum railway fare of the entitled class, whichever is less. In the case of stations not directly connected by rail, the entitlement to travel by road transport shall be as under: ó

Grade under rule 2.15	Entitlement to travel by road
First & Second grades	Actual fare by any type of public bus including air-conditioned bus. OR At the rates prescribed by the Transport Department of air-conditioned taxi when the journey is actually performed by air-conditioned taxi. OR Actual fare for journey by autorickshaw.
Third grade	Same as for the first and second grade employees with the exception that journey by air-conditioned taxi will not be permissible. OR At the prescribed rates for taxi/autorickshaw/own scooter/motor cycle/moped etc.
Fourth & Fifth grades	Actual fare by ordinary public bus only. OR At the prescribed rates for autorickshaw/own scooter/ motor cycle/moped etc.

(4) for the provisions under the heading õC–Daily Allowanceö excepting the Exceptions, the following shall be substituted, namely:ó

(1) The classification of cities within the State or outside the State, for grant of Travelling Allowance shall be as under:ó

Sr. No.	Population	Class of city
(1)	Cities with population of 50 lakhs and above.	A1
(2)	Cities with population of 20 lakhs and above but less than 50 lakhs.	A2
(3)	Cities with population of 10 lakhs and above but less than 20 lakhs.	B1

(4)	Cities with population of 5 lakhs and above but less than 10 lakhs.	B2
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Note. The City of Shimla shall be treated as B1 city irrespective of its population.

(2) The revised rates (in rupees) of Daily Allowance at Hotel-rates and Non-Hotel rates at different places shall be as under: ó

Grade under rule 2.15	A1 city		A2 city		B1 city		B2 city/All other places	
	Hotel rates	Non-Hotel rates	Hotel rates	Non-Hotel rates	Hotel rates	Non-Hotel	Hotel rates	Non-Hotel rates
First grade	800	400	640	320	480	240	320	160
Second grade	700	300	560	240	420	180	240	120
Third grade	450	250	360	200	270	150	180	100
Fourth grade	380	200	300	160	230	120	150	80
Fifth grade	300	150	240	120	180	90	120	60

(3) The maximum rates (in rupees) per day for re-imbusement of expenses incurred by an employee on accommodation for staying in hotels/Tourist Bungalows while on tour outside Punjab and Chandigarh, on the production of receipts, shall be as under:ó

Grade under rule 2.15	Entitlement of Hotel Accommodation			
First grade	Re-imbusement of actual expenditure towards rent of a normal single room in a hotel of a category not above 5 star.			
Second grade	Re-imbusement of actual expenditure incurred towards rent of a normal single room in a hotel of category not above 3 star.			
	Any hotel room upto Rupees per day			
	A1 city	A2 city	B1 city	B2 city/other places
Third grade	800	600	500	400
Fourth grade	500	400	300	200
Fifth grade	300	200	150	100

Provided that in case of tour at New Delhi and Shimla, the re-imbusement of expenditure on hotel accommodation and Daily Allowance at hotel rates shall be admissible only if no accommodation is available in Punjab Bhawan/Circuit Houses/Rest Houses at these places.

(5) for the provisions under the heading **“D–Mileage Allowance for Travel by Road”**, excepting the notes, the following shall be substituted, namely: ó

“(1) The different rates (in rupees) of Road Mileage per kilometre for various kinds of conveyances shall be as under:ó

Grade under rule 2.15	Own Motor Car	Own Motor Cycle/ Scooter	Ordinary Cycle	Other means of conveyance	
				Taxi	Others
1.	2.	3.	4.	5.	6.
First grade	6.00	2.40	1.20	7.00	6.00
Second grade	6.00	2.40	1.20	7.00	6.00
Third grade	6.00	2.40	1.20	7.00	6.00
Fourth grade	-	2.40	1.20	-	3.00
Fifth grade	-	2.40	1.20	-	3.00

(2) No incidental charges shall be admissible. Half daily allowance shall be admissible in the case of an employee returning to the headquarters in less than six hours:

Provided that full daily allowance shall be admissible in case the Government employee returns in six hours or more subject to the condition that the travelling is beyond twenty-five kilometers.ö

(6) under the heading **“DóMileage Allowance for Travel by Road”**,ó

(a) for Note 6 the following note shall be substituted, namely:–

“Note 6. The rate of road mileage prescribed in the above table shall apply to all journeys, whether on tour or transfer.ö

(b) in Note 8, for the figure and word “1.20 paise” wherever occurring, the letters and figure “Rs. 6.00” shall be substituted.

(c) In Note 9, for the words “third column”, the words “fourth column” shall be substituted.

5. In the said rules, in rule 2.25, under the heading **“A-For a Journey by Rail”**, for the provisions excepting the notes, the following shall be substituted, namely: ó

öActual fare of the class in which Government employee is entitled to travel. No incidental charges shall be admissible. Half daily allowance shall be admissible in the case of an employee returning to the headquarters in less than six hours:

Provided that full daily allowance shall be admissible in case the Government employee returns in six hours or more subject to the condition that the travelling is beyond twenty-five kilometers.ö

6. In the said rules, in rule 2.31, for sub-rule (i), the following sub-rule shall be substituted, namely: ö

(i) (a) The entitlement of Government employees to travel by Air within India for journey on tour, shall be as under: ö

Grade under rule 2.15	Entitlement by Air
First & Second grades	Economy Class.
Third grade	Economy Class (On the condition that the distance is more than 500 kilometres).

(b) In case of international travel by air, the Government employees of first grade who have status equivalent to the level of Secretary and above in the State Government, shall be entitled to travel by Business/Club Class in cases where the one-way flying time is more than eight hours. In all other international flights, they shall travel by economy class. All other Government employees who are entitled to travel by air, shall be required to travel by Economy Class only.ö

7. In the said rules, for rule 2.41 the following rule shall be substituted, namely: ö

ö2.41. **Drawn during absence from headquarter on duty.**öSave as otherwise expressly provided in these rules, daily allowance at full rate shall not be drawn, except during absence from headquarters on duty and unless a Government employee reaches a point outside a radius of 25 kilometres from his headquarters or returns to his headquarters from a similar point provided that the period of absence from headquarters is six hours or more. A period of absence from headquarters begins when a Government employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.

Note 1. The term radius of 25 kilometres should be interpreted as meaning a distance of 25 kilometres by the shortest practicable route by which a

traveller can reach his destination by the ordinary modes of travelling.

- Note 2. If an officer of a Vacation Department combines tour with vacation, i.e. proceeds on tour and then avails himself of vacation without returning to his headquarters he should be granted tour travelling allowance under these rules for the outward journey only.
- Note 3. A canal patwari halting at the headquarters of a Zilladar, or the Division, which is within 25 kilometres, but more than 3 kilometers of his own headquarters may draw halting allowance when the halt is for the work connected with the final check and preparation for seasonal demand statements.
- Note 4(i) Journey beyond eight kilometres and within twenty-five kilometres of the place of duty shall be treated as local journey. Daily Allowance for such journey shall be admissible for a calendar day at half the normal rate fixed under rule 2.24-C irrespective of the period of absence if the Government employee returns to his headquarters the same day. But when such journey involves night stay, an employee shall be entitled to normal daily allowance.
- (ii) A Government employee of grade lower than the first, when required by the order of a superior authority to travel by special means of conveyance may be allowed under rule 2.34 of the Punjab Civil Services Rules, Volume III, the actual cost of travelling in lieu of Daily Allowance as in para (i) above.
- (iii) No Daily Allowance will be admissible to a Government employee performing such local journeys at headquarters in a staff car or a Government vehicle provided to him free of charge. When a Government employee performing a local journey beyond a radius of 8 kilometres from the duty point at headquarters is provided with free conveyance for one way journey only, either for going from or for return to headquarters, he may be allowed one-fourth of the daily allowance fixed under rule 2.24-C.
- Note 5. If the period of absence from headquarters beyond twenty-five kilometres is less than six hours, daily allowance shall be admissible at half the normal rate fixed under rule 2.24-C.

Note 6. When journey on tour involves two calendar days, full daily allowance shall be payable for both the days irrespective of the time spent on each day.ö

8. In the said rules, in rule 2.59, in sub-rule (a),ö

(1) in clause I, in sub-clause (iii) ,ö

(a) in the table, the following entry shall be omitted;

Sixth grade	10	15
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(b) for the words öFor the carriage of personal effects by road, the employee shall be reimbursed the actual transport charges by road or admissible charges by rail plus an amount not more than the 25 per cent thereof, whichever is less.ö the words öFor the carriage of personal effects the employee shall be reimbursed either the transport charges admissible by road; or the actual transport charges admissible by rail plus an amount not more than the 25 per cent thereofö shall be substituted.

(2) in clause II, for sub-clause (ii) the following sub-clause shall be substituted, namely: ö

ö(ii) (a) The employee shall be entitled to the transportation charges for carriage of their personal effects by road according to the following scale: ö

Grade under rule 2.15	Carriage Entitlement
First & Second grades	Two Trucks
Third grade	One Truck
Fourth & Fifth grades	One Truck

Note.öThe carrying capacity of one truck will be considered 90 quintals of household goods whereas the carrying capacity of a mini truck will be considered 40 quintals of household goods.

(b) The rates shall be fixed for carriage of personal affects by road only. The State Transport Commissioner shall determine the distance between two stations by road, by shortest routes and shall also fix rates per truck per quintal/kilometer and revise them from time to time. If necessary, he may fix separate rates for journey covering smaller distance.ö

9. In the said rules, in rule 2.80,ö

(1) in sub-rule (2), in clause (b), in sub-clause (ii) for the words öActual cost of transportationö the words öTransportation chargesö shall be substituted.

(2) in sub-rule (3), in clause (iii),

(a) the words "or during refused leave" shall be omitted; and

(b) for the words "within 6 months of the date of his retirement", the words "within 6 months of the date of his retirement; provided that notwithstanding anything contained in rule 2.110, the time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement shall be two years."

10. In the said rules, in rule 2.100, in Note 4, for the words "exceeds eight hours", the word "is six hours or more" shall be substituted.

11. In the said rules, in rule 2.105,

(1) for the word "Nil" the word "Half", shall be substituted;

(2) for the words "not exceed eight hours", the word "is less than six hours", shall be substituted.

(3) for the words "exceeds eight hours", the words, "is six hours or more", shall be substituted.

(4) In Note 3, for the words "Nil: If the absence from headquarters does not exceed eight hours", the words "Half Daily Allowance if the absence from headquarters is less than six hours" shall be substituted; and for the words, "exceeds eight hours", the words, "is six hours or more" shall be substituted.

12. Notwithstanding anything contained in these rules, if the entitlements of Travelling Allowance revised under these rules, particularly in respect of mode of travel and class of accommodation etc., results in lowering of the existing entitlements of a Government employee, his entitlements shall not be lowered and he shall continue to be governed by the earlier orders on the subject till under the provisions of these rules he becomes eligible, in the normal course, to the entitlements which are equivalent to or higher than his earlier entitlements.

VINI MAHAJAN, IAS,
Principal Secretary to Government of Punjab,
Department of Finance.

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

NOTIFICATION

The May, 2015

No. / /2015-3FP2/ .óIn exercise of the powers conferred by the proviso to article 309 of the Constitution of India 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 Civil Services Rules, Volume-III, namely: ó

RULES

1. (1) These rules may be called the Punjab Civil Services (Second Amendment) Rules, Volume-III, 2015.

(2) They shall be deemed to have come into force with effect from the 6th day of December, 2012.

2. In the Punjab Civil Services Rules, Volume-III, for rule 2.15, excepting the Note thereunder, the following shall be substituted, namely: ó

ó2.15. On the basis of Grade Pay admissible under the provisions of Punjab Civil Services (Revised Pay) Rules, 2009, the Government employees are divided into following five grades: ó

Grade	Grade Pay Ranges
First grade	Rupees 10,000 and above.
Second grade	Rupees 7,600 and above but less than rupees 10,000.
Third grade	Rupees 5,400 and above but less than rupees 7,600.
Fourth grade	Rupees 3800 and above but less than rupees 5,400.
Fifth grade	Below rupees 3800.

VINI MAHAJAN, IAS,
Principal Secretary to Government of Punjab,
Department of Finance.

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

NOTIFICATION

The May, 2015

No. / /2015-3FP2/ .ó In exercise of the powers conferred by the proviso to article 309 of the Constitution of India 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 Civil Services Rules, Volume-III, namely:ó

RULES

1. (1) These rules may be called the Punjab Civil Services (Third Amendment) Rules, Volume-III, 2015.

(2) They shall come into force at once.

2. In the Punjab Civil Services Rules, Volume-III (hereinafter referred to as the said rules), in rule 1.1, in clause (b), ó

(1) in sub-clause (2), for figures and words ö229.óLand Revenue (b) Survey and Settlement Operationsö the figures and the words ö2029-Land Revenue-102 Survey and Settlement Operationsö shall be substituted.

(2) in sub-clause (3), the words öwith respect to Potedars who accompany remittances for purposes of the exercise of powers under serial No. 13 of the table in Chapter 3 of these Rules andö shall be omitted.

3. In the said rules, in rule 2.5 ó

(1) the words öhorse orö shall be omitted.

(2) for the Note the following Note shall be substituted, namely; ó

öNote. A list of posts carrying permanent monthly travelling allowance is given in Appendix Bö.

4. In the said rules, in rule 2.6 ó

(1) the words öhorse or otherö wherever occurring, shall be omitted.

(2) in the Note, the words öprovided that if the prescribed conveyance is a horse or pony the period for replacement may, with the sanction of the Controlling Officer, be extended to two monthsö shall be omitted.

5. In the said rules, in rule 2.7 ó

(1) in Note 2, ó

- (a) in item (i) for the word "horse" wherever occurring, the word "conveyance" shall be omitted.
 - (b) in item (ii) for the words "at the rate of Rs. 30 per mensem" the words "at the rate prescribed under these rules" shall be substituted.
- (2) In Note 3, for the words "horse or other animal" wherever occurring, the word "conveyance" shall be substituted.
6. In the said rules, after rule 2.10, in the heading "SECTION III—CONVEYANCE AND HORSE ALLOWANCES" the words "AND HORSE" shall be omitted.
7. In the said rules, in rule 2.11,
- (1) the word "or horse" shall be omitted.
 - (2) for Note 1, the following Note shall be substituted, namely:
 - “Note 1. A list of posts carrying monthly conveyance allowances is given in Appendix C.”
8. In the said rules, in rule 2.12,
- (1) the words "or horse" shall be omitted.
 - (2) Note 2 shall be omitted.
9. In the said rules, in rule 2.13,
 - (1) the words "or horse" wherever occurring, shall be omitted.
 - (2) in Note 3, the words "A portion not exceeding Rs. 25 of an allowance" the words "A proportionate amount of conveyance allowance" shall be substituted.
 - (3) In Note 4,
 - (a) for the words "Police Training School" wherever occurring, the words "Punjab Police Academy" shall be substituted; and
 - (b) for the words "Gazetted Officer", wherever occurring, the words and letters "Group A or B Officer" shall be substituted.
 - (c) the words "not exceeding 120 days" shall be omitted.
10. In rule 2.24, under the heading "C Daily Allowance, Exception (1), shall be omitted.
11. In the said rules, in rule 2.25 B, the Note shall be omitted.
12. In the said rules, in rule 2.27, note 3, note 4 and note 5 shall be omitted.
13. In the said rules, for rule 2.30, the following rule 2.30 shall be substituted, namely:

“For the purpose of the rules in this sub-section travelling by air means journeys performed only in the machine of a public or a private air transport company regularly plying for hire.”

14. In the said Rules, in rule 2.32-A, for the letters and figure “Rs. 1,00,000”, the letters and figure “Rs. 10,00,000” and for the letters and figure, “Rs. 50,000”, the letters and figure Rs. “5,00,000” shall be substituted.

15. In the said rules, in rule 2.38, in Note 3, for the word and figure “Class IV” the word and letter “Group D” shall be substituted.

16. In the said rules, in rule 2.39, in the Exception, for the words, letters and figure “drawing Rs. 175 per month or less”, the words “below the rank of Superintendent Grade II” shall be substituted and for the word “chaprasis”, the word “Sewadars” shall be substituted.

17. In the said rules, in rule 2.44,

(a) in the notes below sub-rule (a) and sub-rule (b), the figure and the word “8 kilometers” wherever occurring, the figure and the word “25 kilometers” shall be substituted.

(b) in the note below sub-rule (b), for the figures, letter and brackets “2.44(b)(ii)”, the figures, letter and brackets “2.44(a)(ii)” shall be substituted.

18. In the said rules, in rule 2.49, in clause (ii), for the words “for more than eight consecutive hours”, the words “for six or more consecutive hours” shall be substituted.

19. in the said rules, in rule 2.50, in Note 2, for the words, “a non-gazetted Government employee or Class IV Government employee”, the words, “a Group ‘C’ or Group ‘D’ Government employee” shall be substituted; and for the words “gazetted officer”, the words, “Group ‘A’ or Group ‘B’ employee” shall be substituted.

20. In the said rules, in rule 2.52, in clause (c) for the words, “a non-gazetted or Class IV employee”, the words, “a Group ‘C’ or Group ‘D’ Government employee” shall be substituted.

21. In the said rules, rule 2.55 shall be omitted.

22. In the said rules, in rule 2.56 for the figures and word “2.53 to 2.55”, the figures and word “2.53 and 2.54”, shall be substituted.

23. In the said rules, in rule 2.57, for the words and figures “non-gazetted”, the words, “Group ‘C’ or Group ‘D’” shall be substituted.

24. In the said rules, in rule 2.59,

(1) in sub-rule (a), in Clause I,

(a) in sub-clause (iii), the proviso shall be omitted and in note 2 thereunder, the word "horses" shall be omitted.

(b) for sub-clause (iv), excepting the provisos, notes and exception, the following sub-clause shall be substituted, namely:

(iv) He may draw the cost of transporting at owner's risk, conveyances on the following scales:

Grades of Government Employees	Scale Allowed
First and Second	One motorcar or motorcycle or ordinary cycle.
Third and Fourth	One motor cycle or ordinary cycle

(c) in the provisos to sub-clause (iv), the words "or horses", wherever occurring, shall be omitted.

(d) in Note 1 below sub-clause (iv), the words "cleaner, and for each horse, the cost of transporting one syce" shall be omitted.

(e) for Note 2 below sub-clause (iv), the following Note 2 shall be substituted, namely:

Note 2. When a Government employee transports his motor car or motor cycle by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance not exceeding an amount equal to forty per cent of the mileage allowance admissible for that kind of vehicle under rule 2.24-D. The distance to be reckoned for the purpose of this concession shall be limited to the distance between the stations by rail or steamer or both combined or the actual distance travelled by the vehicle so transported, whichever is the least. If the Government employee himself and or any member of his family travels by such vehicle, he may at his option, draw in lieu of this allowance the railway fare which would have been admissible, if the journey had been performed by rail. No railway fare will be allowed for the chauffeur even though he actually travels by rail.

(f) in note 3 below sub-clause (iv), the words "or a horse" shall be omitted.

(g) in note 4 below sub-clause (iv), the words "or horse" wherever occurring; and the words "or horse respectively", shall be omitted.

(h) in note 5 below sub-clause (iv), the word "or horse" wherever occurring, shall be omitted.

(i) in the exception below sub-clause (iv), the words "and horses", shall be omitted.

(2) in sub-rule (f), the words "or a horse" shall be omitted.

25. In the said rules, rule 2.69 shall be omitted.

26. In the said rules, in rule 2.70, the words, "other than a Government employee moving with the headquarters of Government" shall be omitted.

27. In the said rules, in rule 2.75, Exception I with note thereunder and Exception II with note thereunder, shall be omitted.

28. In the said rules, in rule 2.80,

(1) in sub-rule (3), in clause (iii), the words "or during refused leave" shall be omitted.

(2) in sub-rule (6), for the words "Payment of Travelling Allowance claims under this rule may be made by the Treasury Officer concerned in relaxation of rule 23 of Punjab Treasury Rules", the words "Payment of Travelling Allowance claims under this rule may be made by the Treasury Officer concerned in accordance with the provisions of sub-rule (2) of rule 22 of Punjab Treasury Rules 1985", shall be substituted.

29. In the said rules, in rule 2.88, in the Note, for the words "initial pay", the words, "grade pay" shall be substituted.

30. In the said rules, in rule 2.100,

(1) in Exception (1) for the letters and figures "Rs. 3000-4500" the letters, figures and words "Rs. 15600-39100+6600 Grade Pay", and for the letters and figures "Rs.2200-4000" the letters, figures and words "Rs. 15600-39100+5400 Grade Pay" shall be substituted.

(2) in Exception (2),

(a) for the words and figures "in the grade of Rs.2200-4000", the words, letters and figures "in the scale of Rs. "Rs. 15600-39100+5400 Grade Pay"; and for the words "in the grade of Rs. 1800-3200", the words, letters and figures "in the scale of Rs. "Rs. 10300-34800+4800 Grade Pay" shall be substituted; and

(b) for the words, "non-gazetted", the words, "Group 'C' and Group 'D' employees of" shall be substituted.

31. In the said rules, rule 2.102 shall be omitted.

32. In the said rules, in rule 2.106, in sub-rule (b), in clause (ii), for the letters and the figure, "Rs. 25", the letters and the figure "Rs. 150" shall be substituted.

33. In the said rules, in rule 2.108, for the word, "non-gazetted", the words, "Group -C" or "Group -D" shall be substituted.

34. in the said rules, in rule 2.108-A, for the word, "gazetted", wherever occurring, the words, "Group -A" or "Group -B" shall be substituted.

35. In the said rules, in rule 2.109,

(a) in Note, the words "whether gazetted or not" shall be omitted.

(b) in "Certificates for Journeys on tour", para 12 shall be omitted.

36. In the said rules, in Chapter 3,

(1) in Note 1, for the word "non-gazetted" the words and letters "Group -C" and "D" shall be substituted.

(2) after Note 2, in the words and figures "Powers in respect of Serial Nos.1, 10, 11, 13, 25, 26 and 27 of the Table", the figure "13" shall be omitted.

(3) in the Table,

(a) Serial Nos. 4A, 9A and entries relating thereto shall be omitted.

(b) against Serial No. 17, in column 5 for the word "non-gazetted" the words and letters "Group -C" and "D" shall be substituted.

(c) against Serial No. 18 and 32 in column 5, for the word "gazetted", wherever occurring, the words and letters "Group -A" and "B" shall be substituted.

37. In the said rules, for the Appendix-B, the following Appendix-B shall be substituted, namely:

"APPENDIX-B
(Referred to in Rule 2.5)

LIST OF POSTS CARRYING PERMANENT MONTHLY TRAVELLING ALLOWANCE.

1. The following categories of posts/employees of different departments are entitled to Permanent Monthly Travelling Allowance (Fixed Local Travelling Allowance):

Sr. No.	Name of the Department/Office	Category of posts/employees
1.	Dairy Development	(i) Dairy Development Inspector Grade-I (ii) Dairy Development Inspector Grade-II (iii) Dairy Field Assistant.
2.	Co-operative	(i) Inspector Grade-I

	Department	(ii) Inspector Grade-II
3.	Revenue Department	Patwari
4.	Irrigation Department	Junior Engineer
5.	Rural Development & Panchayats	(i) Gram Sewak/Gram Sewika (ii) Social Education & Panchayat Officer/Mukhya Sewika
6.	Health and Family Welfare	I. (a) Multipurpose Supervisor (Male) 1. Sanitary Inspectors 2. Malaria Inspectors 3. Surveillance Inspectors 4. Senior Malaria Inspectors. 5. Senior Sanitary Inspectors. (b) Multipurpose Supervisor (Female) 1. Lady Health Visitor II. (a) Multipurpose Workers (Male) 1. Surveillance Workers 2. Basic Health Workers 3. Family Planning Field Workers. 4. B.C.G. Technicians. 5. Vaccinators. 6. M.P.W.(Male) 7. M.P.W.(T.B.) (b) Multipurpose Workers (Female) A.N.M. III. Block Extension Educator IV. Miscellaneous: 1. Inspectors Vaccination. 2. Sanitary Supervisors. V.Trained Dais Working in Family Planning Centres/Clinics and Swasthya Sahayaks.
7.	Sainik Welfare	1. Welfare Workers.
8.	Agriculture Department	1. Sub Inspector 2. Junior Engineer (S.O.)
9.	Soil Conservation	1. Sub Inspector 2. Junior Engineer (S.O.) 3. Surveyors
(Excepting those employees who are working in Farm/Nurseries/Offices in the Agriculture Department and Soil Conservation).		
10.	Welfare of S.C. & B.C.	Tehsil Welfare Officers
11.	Labour Commissioner, Punjab	1. Assistant Director of Factories at Batala Circle No. 1-3 Amritsar Circle No. 1-2 Jalandhar

		Circle No. 1-7 Ludhiana and Phagwara 2. Labour Inspector Grade I 3. Labour Inspector Grade-II 4. Legal Assistant.
12.	P.W.D (B&R)	Junior Engineer (posted in works/ investigation sub-division and are not posted in Division/Circle/Chief Engineer's Office. This allowance will also not be payable to those officials working in the RSD Project. Persons getting this allowance will not be entitled to any Design Allowance or Special Pay (Non-Special Allowance).
13.	Excise and Taxation Commissioner, Punjab, Patiala.	1. Taxation Inspectors and Excise Inspectors. 2. Taxation Inspectors
14.	Chief Engineer, Punjab, Public Health, Patiala	Junior Engineers
15.	Chief Engineer, Planning, Irrigation Department, Chandigarh	Ziledars
16.	Forests Department	Forest Guards and Wild Life Guards.

2. The rates of Fixed Travelling Allowance admissible to the entitled categories of posts/employees effective from the 21st day of May, 2010 are as under: ó

Sr. No.	Grade Pay Range	Employees whose duties involve touring more than 12 days in a month
1.	Upto Rupees 2400	Rupees 480
2.	Above Rupees 2400 but upto Rupees 3600	Rupees 720
3.	Above Rupees 3600	Rupees 960

3 (i) The fixed Local Travelling Allowance being paid in the form of Permanent Travelling Allowance as defined in Rule 2.1 covers all journeys performed by an employee within a radius of 25 kilometres from his duty place. An official will be considered on tour on a particular day if he reaches a point 8 kilometres from his duty point at the Headquarter, whether he halts there or not.

Where no such duty point is fixed, the journey shall be deemed to begin from the residence of the official.

(ii) It shall be the responsibility of each Controlling Officer to ensure that this allowance is not turned into a source of profit. A certificate may be attached with each bill in which the payment is drawn, that each employee for whom the payment of fixed Local Travelling Allowance has been claimed has not been neglecting the due performance of touring duties for which the allowance is claimed.

(iii) Each Department shall declare the posts under its charge the duties of which involve touring on an average for more than 12 days in a month. Full allowance shall be payable only if the conditions of grant of Permanent Travelling Allowance are fulfilled otherwise amount should be suitably reduced as per rule 2.6 of this Volume.

4. Special Provisions for Junior Engineers. (i) Vide Punjab Government letter No.5/138/09-3FPI/886 dated 1/12/2011, the Junior Engineers (including those re-designated as Assistant Engineers after completion of prescribed span of service as Junior Engineer) of various Departments of the State Government, who are working in the field, are entitled to be paid a monthly amount equal to average price of 30 litres of petrol in lieu of the fixed Local Travelling Allowance admissible to them earlier in accordance with the foregoing provisions.

(ii) The amount admissible under these orders is to be calculated on the basis of average price of per litre of petrol prevalent at Chandigarh during the relevant month. The rates of petrol for this purpose will be obtained from the Controller of Stores, Punjab, Chandigarh.

Note 1. Unless sanctioning order contains specific sanction for the grant of permanent monthly travelling allowance, the holder of a temporary post shall not be allowed to draw the same as a matter of course on the authority of the orders as contained in this Appendix.

Note 2. When a Government employee in receipt of a fixed Travelling Allowance uses a Government vehicle, free of charge, or gets a free lift in another officer's car/conveyance, his fixed monthly travelling allowance will be reduced by

(a) 1/60th or bus fare whichever is less for journey outward or inward per day; and

(b) 1/30th or bus fare whichever is less for both outward and inward journeys per day.ö

38. In the said rules, for the Appendix-C, referred to in the note below rule 2.11, the following Appendix-C shall be substituted, namely: ö

Appendix-C

(Referred to in Note below rule 2.11)

LIST OF POSTS CARRYING CONVEYANCE ALLOWANCE

Note1. Unless sanctioning order contains specific sanction for the grant of conveyance allowance, the holder of a temporary post shall not be allowed to draw the same as a matter of course, simply on the authority of the orders as contained in this Appendix.

Sr. No.	Name of the post	Rate per month (in Rupees)	Date from which sanctioned
I. Civil Secretariat and Equivalent Offices.			
1.	Deputy Secretary	800	1 st October, 2010
2.	Under Secretary	800	-do-
3.	Senior Law Officer	800	-do-
4.	Secretary to Minister	800	-do-
5.	Special Secretary to Minister	800	-do-
6.	Superintendent Grade I	800	-do-
7.	Private Secretary	800	-do-
8.	Personal Assistant	800	-do-
Note.öConveyance Allowance at the rates shown above is also admissible to the similar categories of employees working in the Punjab Vidhan Sabha Secretariat. Financial Commissioner's Secretariat, Punjab Raj Bhawan, Legal Remembrancer's Office and Punjab Public Service Commission, Patiala.			
II. Accounts Personnel of Department of Finance (T&A Wing)			
1.	Joint Controller (F&A)	800	1 st December, 2011
2.	Deputy Controller (F&A)	800	-do-
3.	Assistant Controller (F&A)	800	-do-
4.	Section Officer (SAS)	700	-do-
Note.öThe conveyance allowance at the rates mentioned above is also admissible to the corresponding posts of Local Fund Accounts Wing of the Department of Finance.			
III. Police Personnel			
1.	Inspector	600	1 st December, 2011
2.	Assistant Sub-Inspector	550	-do-
3.	Sub-Inspector	500	-do-
4.	Head Constable	450	-do-
5.	Constable	400	-do-
IV. Other Departments			
1.	Superintendent Grade I	800	1 st June, 2011
2.	Superintendent Grade II	700	-do-

3.	Senior Auditor(Non-SAS)	700	-do-
4.	Personal Assistant	700	-do-
5.	Senior Assistant	600	-do-
6.	Junior Auditor/Auditor	600	-do-
7.	Senior Scale Stenographer	600	-do-
8.	Junior Assistant	500	-do-
9.	Junior Scale Stenographer	500	-do-
10.	Steno-Typist	400	-do-
11.	Clerk	400	-do-
12.	District Treasurer	600	-do-
13.	Accountant/ Accountant-cum-Cashier/ Cashier (in the scale of Senior Assistant	600	-do-
14.	Assistant Treasurer	500	-do-
15.	Clerk-cum-Cashier/ Cashier-cum-Clerk	400	-do-
16.	Clerk-cum-Storekeeper	400	1 st December, 2011
17.	Store-keeper	400	-do-
18.	Library Clerk	400	-do-
19.	Cashier (other than those in the scale of Senior Assistant	400	-do-
20.	Record Supervisor	400	-do-
21.	Restorer	400	-do-
22.	Private Secretary (Other than those in the Secretariat and equivalent Offices)	800	-do-

V. Group 'D' Posts

Group 'D' employees are entitled Conveyance Allowance at the rate of three hundred rupees per month with effect from the 1st December, 2011. This allowance is inclusive of the Local Travelling Allowance-cum-Miscellaneous Allowance admissible to them earlier.

VI. Physically Handicapped Employees

Subject to the conditions specified in this behalf, the Blind and Physically Handicapped Government employees are entitled to Transport (Conveyance) Allowance for going to and coming from the place of their duty at the rate of six hundred rupees per month with effect from the 1st December, 2011. This Allowance is admissible to them in addition to the Conveyance Allowance admissible under the foregoing provisions of this Appendix.

- Notes.-(1) The conveyance allowance mentioned above is not entitled to the Government employees who have been allotted Government vehicles.
- (2) The employees entitled to Conveyance Allowance under the foregoing provisions have been exempted from keeping and maintaining their own means of conveyance.
- (3) The Conveyance allowance mentioned above shall not be admissible during leave (other than casual leave), joining time and suspension period.

VII. P.C.M.S. Doctors

(a) Subject to the conditions specified in this behalf, P.C.M.S doctors posted in Subsidiary Health Centres are entitled to Conveyance Allowance at the following rates:-

Sr. No.	Type of vehicle used for official work	Rate per month (in Rupees)	Date from which sanctioned
1	Car	1800	1 st October,2010
2	Other Vehicle	720	-do-

(b) The claimant doctor shall be required to produce a proof that the particular vehicle for which the conveyance allowances is being claimed is owned by him and is being actually maintained at his own expense. The claimant doctor shall also be required to certify that he has remained on tour in the villages at least for ten days in a month and a record of such tours has been kept in the relevant record register.

39. In the said rules, for Appendix-H, referred to in rule 2.59, the following Appendix shall be substituted, namely: ó

óAppendix-H

[Referred to in Note 2 below rule 2.59(a)II(ii)]

Rates for free transport by Road of personal effects of a Government employee on transfer

The freight rates for goods carriage as fixed by the State Transport Commissioner on the basis of the Government Notification No.2/10/91-4T(2)/2914 Dated 28th February, 2001, which are applicable for transportation of personal effects by road on transfer of a Government employee, are given in the following Table: ó

Sr.No	Distance by Road	Type of Goods	Rate per quintal per kilometre
(a)	For a distance upto 50 kilometres:	1. For non-bulky goods	23 paise
		2. For bulky goods	40 paise
(b)	For a distance beyond 50 kilometres:	1. For non-bulky goods	23 paise
		2. For bulky goods	35 paise

40. In the said rules, Appendix-Q shall be omitted.

VINI MAHAJAN, IAS,
Principal Secretary to Government of Punjab,
Department of Finance.