

SOUTHERN RAILWAY

Office of the
Sr.Divisional Finance Manager
Park Town, Chennai-3

P.135/MAS/Estb/salary corr/467497

17.02.2025

Sr.DPO/MAS

Sub: Admissibility of travelling/daily allowance on tour - reg

On scrutiny of TA journals it is noticed that tour covering a distance of less than 8 kms is claimed as journey by road. TA claim shall be regulate as per codal provision (IREC Chapter-16). Few rule provisions are given below for reference.

- 1) Para 1608-Sl.No.(3) Travelling Allowance claim will be with reference to the actual distance shown in the Working Time Table and admissible for tour exceeding 8 kms.
- 2) Para 1630-
 - i) S.No.(2) When a railway servant performs a journey by road between stations connected by rail, he may be granted traveling allowance , if the Head of Department in the case of gazetted railway servant and Divisional Railway Manager in the case of non-gazetted railway servant is satisfied that the journey by road was necessary in the interest of railway service, such as saving of public time or inspection of work enroute etc..
 - ii) S.No.(4) If the performance of journey by road is not in the interest of railway service, the railway servant concerned may be granted only such daily allowance as would have been admissible, had the journey been performed by rail.
- 3) Para 1606 Road mileage is admissible for journeys performed on duty within a radius of 8 kms from Headquarters.
- 4) Para 1607 in calculating mileage allowance for journeys by road, fraction of the kilometer should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

It may please be ensured that TA claim are as per extant rules.

JAGADEESAN
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DFM-II
for Sr.DFM/MAS