



**Government of Jammu and Kashmir
Civil Secretariat Finance Department**

Notification

Srinagar, the 24th oct, 2013.

SRO 458 .— In exercise of the powers conferred by proviso to section 124 of the constitution of Jammu & Kashmir, the Governor is pleased to direct that following amendments be made in the Jammu & Kashmir Civil Service Regulations Volume-I namely:-

I. For Article 309, the following shall be substituted.-

“309. Government servants shall be classified for the purpose of regulating their T.A as under:-

- | | |
|--|-----------|
| (i) Officers drawing Grade Pay of Rs.10,000/- & above and those in pay scale of HAG+ & above | Class I |
| (ii) Officers drawing Grade Pay of Rs. 7,600/- to Rs. 8,900/- | Class II |
| (iii) Officers drawing Grade Pay of Rs. 5,400/- to Rs. 6,600/- | Class III |
| (iv) Officers drawing Grade Pay of Rs. 4,200/- to Rs. 5,200/- | Class IV |
| (v) Officers drawing Grade Pay below Rs. 4,200/- | Class V |

Note:- The term “Grade Pay” for the purpose of these rules shall mean “Grade Pay” in the revised pay structure in terms of Rule 3 (f) of the J&K Civil Services (Revised Pay) Rules, 2009. In the case of employees who may have opted to retain the pre-revised sales of pay, their T.A claims shall be regulated under the existing Rules.”

II. In Article 309-A, for the word “salary” the words “Grade Pay” shall be substituted.

III. In Article 314, for Clause (a) along with note thereunder, the following shall be substituted.—

- I. "(a). The entitlement for journey by Railway shall be determined as under:-

Class of Officers	Entitlement
Class I	AC First class by train
Class II	AC First class by train
Class III	AC II Tier class by train
Class IV	AC II Tier class by train
Class V	First class/AC III Tier/AC Chair car by train."

"Note:- The revised travel entitlement shall be subject to following:-

- (i) In case of places not connected by rail, the officers entitled to travel by AC II Tier train and above would be allowed to travel by AC bus and others would be allowed to travel by Deluxe/ordinary bus.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed; provided the total fare does not exceed the train fare by the entitled class.
- (iii) All Government servants are allowed to travel by any class of travel below their entitlement."

II. For clause (c), the following shall be substituted.—

"(c). In addition to fare prescribed above, the Government servant shall be allowed daily allowance on the day of journey conducted by rail outside the State. However, for the journeys within the State the daily allowance shall be admissible as under:-

- (I) If absence from Headquarters on the day of departure or arrival does not exceed 6 hours. ¼ Daily Allowance
- (ii) If absence from Headquarters on the day of departure or arrival does not exceed 12 hours. ½ Daily Allowance
- (iii) If absence exceeds 12 hours. Full Daily Allowance".

Exception No. 1:- A Minister may authorize his PRO / Private Secretary or Security Officer to accompany him by the same class of Railway by which the Minister travels.

Exception No. 2.- Private Secretary (or the P.A.) to the Governor and A.D.C. to Governor, when accompanying the Governor, on tour outside the State shall be entitled to travel by the same class of Railway by which the Governor travels and be entitled to draw the railway fare and incidentals admissible under rules.

Exception No. 3.- All Government servants who are entitled to travel on tour by 1st class in Railway shall also be entitled to travel by II A/C two tier where any of the direct train connecting the two stations, by shortest route, has no provision for 1st class.

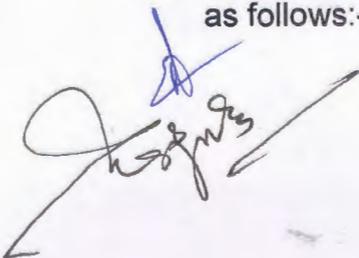
IV. For Article 316-A, the following shall be substituted:-

"316-A. Mileage allowance by Sea/Rivers".

(a) The entitlement for the Mileage allowance by Sea/ River Steamer shall be regulated as under:-

Class of Officers	Entitlement
Class I, II & III	Highest class
Class IV	If there be two classes only on the steamer, the lower class.
Class V	
i) Officers drawing Grade Pay of Rs. 2,400/- to Rs. 2,800/-	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class.
ii) Officers drawing Grade Pay less than Rs. 2,400/-	The lowest class.

(b) Accommodation entitlement for travel between the main land and the Andaman and Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by Shipping Corporation of India Ltd. shall be as follows:-



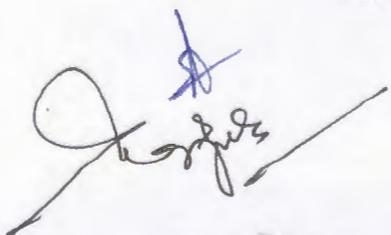
Class of Officers	Entitlement
Class I, II & III	Deluxe Class
Class IV	First/ "A" Cabin Class
Class V	
i) Officers drawing Grade Pay of Rs. 2,400/- to Rs. 2,800/-	Second/ "B" Cabin Class
ii) Officers drawing Grade Pay less than Rs. 2,400	Bunk Class

Note:- In case where the steamer/ship company has two rates of fare one inclusive and one exclusive of diet, the word "fare" shall mean the fare exclusive of diet".

V. For Article 318, the following shall be substituted.—

"(a) The entitlement for journeys undertaken by road between the places linked by regular bus service or rail, shall be regulated as under:-

Class of Officers	Entitlement
(i) Class I	Actual fare by any type of public bus including air conditioned bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates of Auto Rickshaw for journeys by Auto Rickshaw, Own Scooter, Motor Cycle, Moped etc.
(ii) Class II	Same as at (i) above with the exception that journey by AC Taxi will not be permissible.
(iii) Class III	Same as at (ii) above
(iv) Class IV	Actual fare by any type of public bus other than air conditioned bus OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw / Own Scooter / Motor Cycle / Moped etc.



- (v) Class V Actual fare by ordinary public bus only
OR
At prescribed rates for Auto Rickshaw / Own Scooter /
Motor Cycle / Moped etc.

Provided that in addition to above entitlements, daily allowance on the day of travel to cover the incidental expenses shall be admissible as under:-

- (i) If absence from Headquarters on the day of departure or arrival does not exceed 6 hours. $\frac{1}{4}$ Daily Allowance
- (ii) If absence from Headquarters on the day of departure or arrival does not exceed 12 hours. $\frac{1}{2}$ Daily Allowance
- (iii) If such absence exceeds 12 hours. Full Daily Allowance

Day shall mean a calendar day beginning and ending at midnight.

(b) Mileage allowance for journey or part of a journey on roads not covered by regular bus service, including pony tract on tour/transfer shall be Rs. 5/- per K.M.

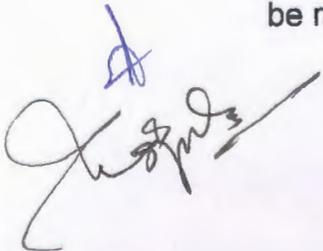
For such journey in Ladakh and Kargil Districts the mileage allowance shall be increased by 50%.

Where in any case the amount of pony charges actually paid may be higher than what is admissible at the rates prescribed above, the Government employee may charge actual expenses against proper receipt which should among other things give the details such as distance covered, station from and to travelled and date of travel etc. A certificate of a Revenue Officer not below the rank of a Tehsildar of the area visited regarding the correctness of the rates charged should be obtained by the concerned employee. In addition to actual expenses incidental equal to one daily allowance will be admissible if the period involved in journey on anyone day is 12 hours or more and half daily allowance where it may be less than 12 hours.

Note:- Where a Government servant travels in his own conveyance, the mileage allowance shall be regulated as under:-

- a) Motor Car Rs. 10/- per K.M.
b) Motor Cycle/Scooter/Moped Rs. 05/- per K.M.

Provided that the reimbursement of the expenditure on this account shall be restricted to the cost of air travel between any two points of travel."



VI. In Article 320-A, for the words "With effect from 1-12-1998, officers whose basic pay is more than Rs. 10,000/ per-month shall be entitled to travel by air on tour within the state", the words "Officers whose Grade Pay is Rs. 5,400/- and more shall be entitled to air travel by economy class on tour within the State" shall be substituted.

VII. For Article 320-B the following shall be substituted.—

"Officers whose Grade Pay is Rs. 7,600/- and more shall be entitled to air travel by economy class on tour while travelling outside the state from Srinagar/Jammu to Delhi and vice versa and officers with Grade Pay of Rs. 10,000/- and above and those in pay scale of HAG + and above shall be entitled to travel to any station outside the State by the same class. However, the Chief Secretary, the Financial Commissioners, the Director General of Police, the Principal Secretaries to the Government and the Additional Directors General of Police shall be entitled to Business /Club Class travel on international flights.

Note 1:- In case of urgency in the interest of public service a Government servant who is not entitled to travel by air, may do so, within or outside the State, with the sanction of the concerned Administrative Department.

Note 2:- Project Advisor, Institute of Medical Sciences, Srinagar shall be competent to permit air travel to officers and staff subordinate to him, outside the State (but within country) provided such travel is considered in the interest of public service."

VIII. For the existing Note 3 below Article 320-B, the following shall be substituted.—

I. "Note 3:- All the mileage points earned by Government employee on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government."

II. After Note 3 below Article 320-B, the following shall be added as Note 4:-

"Note 4:- All the Travelling Allowance claims, where journey has been performed by Air, shall be supported with the boarding cards in addition to the Air Tickets."

IX. For Article 320-D, the following shall be substituted.—

“Government servants eligible to travel by air within the State shall be entitled to actual standard fare and the reimbursement of Insurance premium for a sum of Rs. 50,000/- paid to Insurance Companies in case of all journeys by air.

Provided that the reimbursement of extra luggage charges by air in case of carriage of Government records (by air) shall be admissible subject to production of freight voucher and furnishing of a certificate of the countersigning authority that the extra freight was paid for carrying the Government records.

In addition to above, a Government servant shall be entitled to D.A on the day of air travel as under:

- | | |
|--|----------------------|
| (i) If absence from Headquarters on the day of departure or arrival does not exceed 6 hours. | ¼ Daily Allowance |
| (ii) If absence from Headquarters on the day of departure or arrival does not exceed 12 hours. | ½ Daily Allowance |
| (iii) If absence exceeds 12 hours. | Full Daily Allowance |

Government Instruction No. I- It occasionally happens that on a day when an officer is scheduled to travel by air from Srinagar to Jammu or vice versa the flight is cancelled but the Government servant's presence at the destination is necessary and the departure may not possibly be postponed or rescheduled. On such occasions the officer should share a taxi with others by taking a single seat and he will be entitled to fare actually paid subject to the maximum of air fare which he would get but for the cancellation of flight.

Government Instruction No. II- When an air seat is not available, a Government servant who is entitled to travel by air, may travel by sharing a taxi and charge actual taxi charges paid subject to the ceiling of the air fare which he would have otherwise got.”

X. Article 328-A shall be deleted.

XI. In Article 331, the existing Note 1 shall be re-numbered as 'Note' and the Note 2 there under shall be deleted.

XII. For Article 335, the following shall be substituted.—

“335. (a) The rates of Daily Allowance shall be as under:-

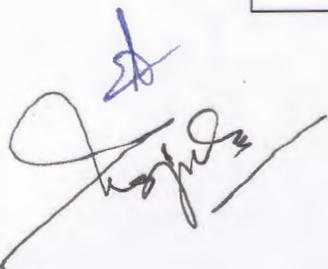
Class of Officers	Localities in J&K other than Srinagar/Jammu	Srinagar/Jammu and anywhere outside the State.
Class I	Rs. 300/-	Rs. 500/-
Class II	Rs. 250/-	Rs. 300/-
Class III	Rs. 200/-	Rs. 200/-
Class IV	Rs. 150/-	Rs.150/-
Class V	Rs. 100/-	Rs. 100/-

(b) The charges of boarding & lodging for halts shall be reimbursed as under:-

(i) A Government servant who while on tour within or outside the State, stays in Government/Public Sector Guest House shall be entitled to reimbursement of actual charges subject to the production of vouchers.

(ii) When a Government servant stays in a hotel or other non-Government establishment providing boarding and/or lodging at scheduled tariffs, the reimbursement shall be made subject to the production of vouchers as under:-

Class of officers	Localities in J&K other than Srinagar/Jammu	Srinagar/Jammu and anywhere outside the State.
Class I	Reimbursement for hotel accommodation / guest house up to Rs. 1500/-.	Reimbursement for hotel accommodation / guest house up to Rs. 3000/-.
Class II	Reimbursement for hotel accommodation / guest house up to Rs. 1000/-.	Reimbursement for hotel accommodation / guest house up to Rs. 2500/-.



Class III	Reimbursement for hotel accommodation / guest house up to Rs. 750/-.	Reimbursement for hotel accommodation / guest house up to Rs.1500/.
Class IV	Reimbursement for hotel accommodation / guest house up to Rs. 500/-.	Reimbursement for hotel accommodation / guest house up to Rs. 500/-.
Class V	Reimbursement for hotel accommodation / guest house up to Rs. 300/-.	Reimbursement for hotel accommodation / guest house up to Rs. 300/-.

Provided that a Government servant shall be entitled to stay in a hotel etc. as at (b) (ii) above only when Government accommodation or Public Sector accommodation is not available to be certified by the concerned Government servant himself.

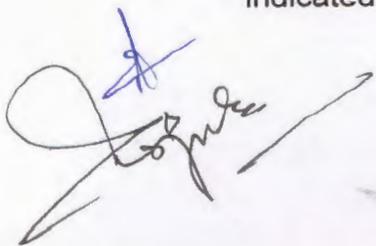
Note 1:- Halting allowance is inadmissible to work charge establishment.

Exception.- The temporary establishment of the Forest Department charged to head "A" Conservancy & Works be exempted from the operation of Note 1 to this Article

Note 2:- A Government servant who under the orders of the competent authority has to prolong his halt during tour shall be paid boarding & lodging charges at the full rate for the first 30 days, at 3/4th of the full rate for the next 20 days and at 1/2 of the full rate thereafter, provided that the total No. of days in a year for which boarding and lodging charges are drawn does not exceed 90 days.

Note 3:- A Government servant who while on tour in India is allowed free boarding and lodging at the expense of the Government or the State visited, is not entitled to draw any reimbursement on this account. Where board or lodge alone is allowed free of charge, the official may be allowed 1/2 of the boarding & lodging charges ordinarily admissible to him.

Note 4:- Government servants on tour within the cities of Srinagar/Jammu and anywhere outside the State may be allowed reimbursement of travel charges actually incurred up to maximum indicated below subject to the condition that the officer shall not make free



use of the conveyance of the Government Department/ State Corporation etc. or the staff car of the Resident Commissioner or Trade Agency for travel within the city/ destination of tour, which fact shall be certified by the concerned on the claim of reimbursement:

Class I	Rs. 500/-
Class II	Rs. 400/-
Class III	Rs. 300/-
Class IV	Rs.100/-
Class V	Rs. 50/-

Note 5:- The daily allowance shall be determined at the rates admissible at place of origin of the journey or place of destination whichever be higher."

XIII. In Article 337, in Note 5, for the words and figures "Senior Officers drawing basic pay of Rs. 12,600/-" and "daily allowance" the words and figures "Officers drawing Grade Pay of Rs.7,600/-" and "boarding & lodging charges" shall be respectively substituted.

XIV. In Article 339:-

"(a) the existing Note 2-A, 2-AA, 2-AAA, 2-AAAA, 3, 4 and 5 shall be renumbered as Note 3, 4, 5, 6, 8, 9 and 10 respectively.

(b). The following shall be inserted as Note 7.—

"Note 7:- Government servants who have opted for revised scales/bands of pay under J&K Civil Services (Revised Pay) Rules, 2009 and others who are appointed/deemed to be in the revised slabs/bands of pay effective from 01.01.2006, shall, subject to the fulfillment of the conditions laid down in Note-2 above, be allowed Transportation Charges for personal effects as under:-

(i) A- Transportation of personal effects by road:

Class of Officers	Rate for transport by road (Rs. Per km)
Class I & II	Rs. 18.00 (Rs. 0.003 per kg. per km)
Class III	Rs. 18.00 (Rs. 0.003 per kg. per km)
Class IV	Rs. 18.00 (Rs. 0.003 per kg. per km)

Class V	
a) Officers drawing Grade Pay of Rs. 2,800/- but less than Rs. 4,200/-	Rs. 9.00 (Rs. 0.0031 per kg. per km)
b) Officers drawing Grade Pay below Rs. 2,800/-	Rs. 4.60 (Rs. 0.0031 per kg. per km)

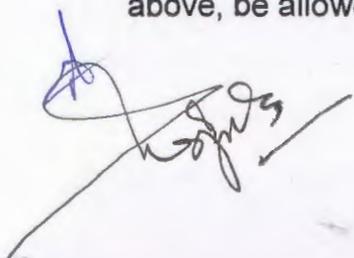
In case of carriage of personal effects by road between places connected by rail, a Govt. servant can draw the actual expenditure on transportation of personal effects by road or the amount admissible as transportation of the maximum admissible quantity by rail and an additional amount of not more than 25% thereof, whichever is less.

B- Transportation of personal effects:

Class of Officers	By Train/Steamer
Class I & II	6000 Kgs. by goods train/ 4 wheeler wagon/1 double container.
Class III	6000 Kgs. by goods train/ 4 wheeler wagon/1 single container.
Class IV	6000 Kgs. by goods train/ 4 wheeler wagon/1 single container.
Class V	
a) Officers drawing Grade Pay of Rs. 2,800/- but less than Rs. 4,200/-	3000 Kgs.
b) Officers drawing Grade Pay below Rs. 2,800/-	1500 Kgs

(ii) Transfer Grant:

Government servants who have opted for revised scales/bands of pay under J&K Civil Services (Revised Pay) Rules, 2009 and others who are appointed/deemed to be in the revised slabs/bands of pay effective from 01.01.2006, shall, subject to the fulfillment of the conditions laid down in Note-3 above, be allowed transfer grant as under:-



Class I	Rs. 2000/-
Class II	Rs. 1800/-
Class III	Rs. 1500/-
Class IV	Rs. 1200/-
Class V	Rs. 900/- "

This notification shall come into force with immediate effect.

By order of the Governor.

Sd/-
Principal Secretary to the Government
Finance Department

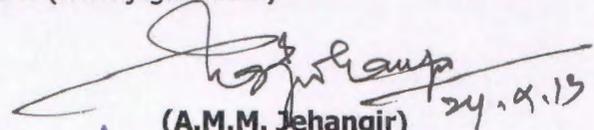
No. A/74(2009) - 077.

Dated 24.10.2013

Copy to the:-

- 1) Advocate General, J&K.
- 2) Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
- 3) All Financial Commissioners.
- 4) All Principal Secretaries to Government.
- 5) Principal Secretary to Hon'ble Chief Minister.
- 6) Chief Electoral Officer, J&K Srinagar/Jammu.
- 7) All Commissioner/ Secretaries to Government.
- 8) Secretary to HE the Governor.
- 9) Divisional Commissioner Kashmir/ Jammu.
- 10) Accountant General, J&K Srinagar/ Jammu.
- 11) Commissioner of Vigilance, J&K Srinagar/Jammu.
- 12) Secretary to Chief Justice J&K High Courts Srinagar /Jammu.
- 13) Registrar General, J&K High Court Srinagar/ Jammu.
- 14) Director General, Accounts and Treasuries.
- 15) Director General, J&K Funds Organisation.
- 16) Director SKIMS & Ex-Officio Secretary to Government.
- 17) Director Budget.
- 18) Director, Audit and Inspections.
- 19) Director, Local Fund Audit and Pensions, J&K.
- 20) All Head of Departments / Managing Directors/ Chief Executive of State PSUs' / Autonomous Bodies.
- 21) Secretary J&K Public Service Commission.
- 22) All District Development Commissioners.
- 23) Director Accounts & Treasuries Srinagar / Jammu.
- 24) Joint Director J&K Funds organization Srinagar/Jammu.
- 25) FA&CAO, Flood Control Organization Srinagar /Jammu.
- 26) Secretary, J&K Legislative Assembly/Legislative Council.
- 27) Director Information J&K Srinagar /Jammu.
- 28) Principal Accountancy Training School Srinagar.
- 29) Principal Northern Zonal Accountancy Training Institute Jammu.
- 30) All Financial Advisors & Chief Accounts Officers.
- 31) All Treasury Officers.

- 32) General Manager Government Press Srinagar/Jammu for publication in Government Gazettee.
- 33) Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
- 34) Principal Private Secretary to Chief Secretary.
- 35) All officers / Section officers of Finance Department.
- 36) President Non Gazetted Employees Union Civil Secretariat Srinagar/Jammu.
- 37) Finance Department Website (www.jakfinance.nic.in)
- 38) General Administration Department Website (www.jkgad.nic.in)


(A.M.M. Jehangir) 24.9.13
Director Codes
Finance Department.