

### 13. Conveyance Allowance

[ Swamy's — FR & SR, Part-II ]

**When admissible.**— Conveyance allowance is admissible to an employee who is required to travel extensively at or within a short distance from his headquarters but cannot claim Travelling Allowance. For grant of the allowance—

1. The average monthly travelling on duty should exceed 200 km.
2. Journeys between residence and normal place of work will not be included.
3. Journeys on foot or by bicycle will not qualify.

**Initial fixation.**— 1. The employee concerned should maintain for at least three months a logbook of journeys on duty qualifying for the allowance. The logbook should contain the details regarding place(s) visited, distance covered, purpose of visit, and mode of conveyance used. The sanctioning authority after scrutinizing the logbook may sanction the allowance at the appropriate rate from the date the logbook is maintained or from later date.

2. Only journeys within 16 km of the place of work in the employee's jurisdiction at the headquarters should be recorded.

3. The allowance will be determined for specific post(s) on the basis of "controlled travelling" and the incumbent of the post will draw the allowance.

4. The condition of maintaining logbooks may be waived for officials whose nature of duties requires maintenance of a Car; but in such cases the allowance will be at the lowest rates prescribed in Column (2) of the table below. Claim for a higher rate should be supported by the logbook as above.

5. Conveyance Allowance at the rates in Column (2) of the table below is not admissible to officers drawing pay less than ₹ 2,800 p.m. (pre-revised scale.)

**Rates of allowance with effect from 1-1-2024**

Average monthly travel on official duty	Rates per month for Journey by	
	Own Motor Car ₹	Other Conveyance ₹
201-300 kilometres	2,100.00	695.00
301-450 kilometres	3,150.00	900.00
451-600 kilometres	3,881.25	1,200.00
601-800 kilometres	4,557.50	1,407.50
Above 800 kilometres	5,625.00	1,595.00

The rate of this Allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.

**Periods during which conveyance allowance is not admissible**

1. Joining time, leave and any period of temporary transfer including holidays prefixed / suffixed to leave.
2. Period(s) of tour, temporary duty, etc., for 15 days or more.
3. In the case of officials owning a motor car, during any period exceeding 15 days—
  - (i) When the official does not maintain a car; or
  - (ii) When the car maintained by him is not used due to disorder or any other reason.

**Review.**— Allowance will be granted for a period not exceeding two years at a time and its continuance should be reviewed at the end of each such period. The procedure for review will be as for the initial grant.

— GIO (1), SR 25 and OM, dated 13-12-2023.