

## 12. Conveyance Hire for local journeys

[ Swamy's — FR & SR, Part-II ]

**1. Actual conveyance charges** for journeys performed in public interest is reimbursable as under—

*Gazetted employees:*

- (i) The place visited should be within the municipal limits of the city in which his headquarter is situated.
- (ii) A Staff Car was not available for the journey. The Controlling Officer should certify to this effect.

*Non-Gazetted employees:*

- (i) When despatched to a place at some distance from his office within the municipal limits of the city in which his office is situated; or
- (ii) If summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.

If T.A. is admissible for such a journey, the Gazetted / non-Gazetted employee may claim either reimbursement of conveyance hire or T.A.

### 2. General Conditions:

- (i) The total amount of conveyance hire reimbursed in any one month should not exceed ₹ 300 per individual.  
— OM, dated 26-5-2010.
- (ii) The charges reimbursable will be the fare by bus, local train or a combination of them, if the places visited are connected by any or a combination of these public conveyances. If, on such routes, any other conveyance is used, reimbursement will be on a certificate that hiring of such a conveyance was necessary in public interest / due to urgency of the work.
- (iii) Reimbursement of conveyance hire will be in accordance with the scheduled scale of charges, for the conveyance used.
- (iv) If own conveyance is used, reimbursement is admissible at the rate of mileage allowance under the T.A. Rules.
- (v) Not admissible when the official is granted any compensatory leave or special remuneration for the duty performed.
- (vi) Admissible in addition to OTA, when recalled from his residence to perform overtime work.
- (vii) Group 'A' Officers are eligible for taxi/scooter/bus fare while those of Groups 'B', 'C' and 'D' are entitled for scooter/bus fare.

**3. 'Local Journey'.—** *Definition:* 'Local Journey' means journey within the municipal limits or city in which the duty point is located. It includes journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government servant's headquarters are located are also treated as 'local journeys'. — GIO (3), SR 71.

**4. Competent Authority.—** Ministries / Departments of the Government of India and the Heads of Departments for Gazetted Officers, and Heads of Offices for others.  
— SR 89.