

# **Andhra Pradesh State Civil Supplies Corporation Ltd.**

## **EMPLOYEES (PAY AND ALLOWANCES) REGULATIONS, 1975**

### **PART - I**

#### **1. PREAMBLE :**

In exercise of the powers conferred on the Board of Directors under article 77 of the Articles of the Andhra Pradesh State Civil Supplies Corporation Ltd., the Board of Directors hereby make the following regulations.

#### **2. TITLE AND COMMENCEMENT :**

These may be called the Andhra Pradesh State Civil Supplies Corporation Employees (Pay and Allowances) Regulations - 1975.

#### **3. APPLICATION :**

- a) These regulations shall come into force at once.
- b) They shall apply to all employees of the Corporation whose conditions of service are regulated by the Corporation except to the extent otherwise expressly provided here after or by any other regulation or by a contract or agreement subsisting between an employee and the Corporation.
- c) Nothing in these regulations shall apply to the staff employed temporarily or to any adviser, Officer or other staff recruited on special contract or to any officer or staff whose services are lent by the Government to Corporation on foreign service in so far as the terms and conditions laid down at the time of their deputations of the Corporation, but as far as travelling allowances are concerned, the terms of deputation shall prevail over the regulation of the Corporation in respect of the employees on deputation.

#### **4. DEFINITIONS :**

IN THESE REGULATIONS UNLESS THE CONTEXT OTHERWISE REQUIRES :

- a) Chairman / Managing Director / Director or the Board of Directors mean the Chairman/Managing Director/Director or the Board of Directors of the Andhra Pradesh State Civil Supplies Corporation Limited.
  - b) "Competent Authority" means the Board of Directors of the Corporation or an officer to whom the power is delegated by the Board.
  - c) "Corporation" means the Andhra Pradesh State Civil Supplies Corporation Limited and includes all its sub-offices.
  - d) "Employee" means a person employed by the Corporation to any service or post in connection with the affairs of the Corporation but excludes a casual employee.
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- e) "House Rent Allowance" means an allowance granted by the Corporation in addition to the pay specifically for the purpose of meeting the house rent either wholly or in part, as per the regulation of Corporation issued, from time to time with reference to the categories of employees.
  - f) "Pay" means the monthly amount paid for the service rendered by an employee and includes his substantive pay, officiating pay, personal pay, special pay, deputation pay or any other emoluments classified as pay by the Board.
  - g) "Compensatory Allowance" means an allowance paid to the employees of the Corporation in view of the special circumstances under which they have to discharge their duties and such circumstances shall take into account the peculiar and difficult circumstances under which such duties are performed by the said employees and also includes travelling allowances.
  - h) "Personal Pay" means an additional pay granted to an employee to (a) save him from a loss of substantive pay in respect of a permanent post other than tenure post due to a revision of pay (b) in exceptional circumstances, on other personal conditions.
  - i) "Permanent post" means a post which has been declared to have been sanctioned on permanent basis.
  - j) "Regulation" means a regulation made by the Board.
  - k) "Special Pay" means an addition on the nature of pay to the emoluments of a post or of an employee granted in consideration of (i) the specially arduous nature of duties or (ii) a specific addition to the work or responsibility.
  - l) "Substantive pay" means the basic pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason or his substantive position in a cadre and does not include a personal pay, special pay or any other emoluments to which he may be entitled.
  - m) "Time scale of pay" means the pay to which an employee rises consequent on periodical increments from a minimum to a maximum at the prescribed rates within the grade in which he has been placed.
  - n) All other words and expressions occurring in these Regulations and not defined herein but defined in any other regulation shall have respectively the meaning assigned to them in those rules.
  - o) "Deputation pay" means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of the services lent by the Government or by other Organisations to the Corporation.
5. SCALE OF PAY :
- a) The posts included in the services of the Corporation shall carry the scales of pay as shown in the Recruitment and Service Regulations.
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- b) If at any time necessity arises to create a temporary post, which does not fit into the cadres of the Corporation, the Board may sanction the creation of the post and the scale of pay.
- c) In case of urgency the Managing Director may sanction the creation of posts in Class III & Class IV services for a period of 6 months subject to the condition that the matter is reported to the Board.

#### 6. FIXATION OF PAY :

An employee shall commence to draw the pay of a post to which he is appointed from the date he assumes the charge if assumed the charge before noon of that day and from the following working day if the charge is assumed in the after-noon of the date.

#### 7. ALL EMPLOYEES TO BE GRADED :

Every employee shall have a post in one of the grades referred to in schedule to Recruitment Service Regulations which will be considered as his regular grade, and to which he shall revert when he is not :

- a) under suspension, b) on leave or deputation, or c) holding a temporary post/ or is officiating in another grade.

#### 8. WHEN ACCRUE AND PAYABLE :

Subject to the provisions of these regulations, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable before the fifth day after the last working day or each month in respect of the service performed during the said month.

#### 9. WHEN NOT PAYABLE FOR A PART OF A MONTH :

Pay and Allowances shall not be payable for a part of a month to an employee who leaves or discontinues his services without the notice during a month, unless such notice has been waived by the Managing Director.

#### 10. PAY AND ALLOWANCES SHALL CEASE TO ACCRUE AS SOON AS AN EMPLOYEE CEASED TO BE IN SERVICE :

In the case of an employee dismissed or removed from the service of the Corporation he shall cease to draw his pay from the date on which the order of his dismissal or removal as the case may be, was communicated to him. In the case of an employee who dies while in service, the pay and allowances shall cease from the day following that on which the death occurs.

11. On the first appointment, an employee shall be entitled to an initial pay in the minimum of the scale of pay or fixed pay, as the case may be, of the post to which he is appointed. The Board, in respect of class I and the Managing Director in all other cases may, however, sanction an initial pay at a higher state within the scale of pay in consideration of any special knowledge, training or experience in respect of any particular employee.

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**12. TWO PERSONS NOT TO BE APPOINTED TO A POST AT THE SAME TIME :**

Except as otherwise provided in these regulations no two persons may be appointed to, or draw the pay and allowances of a post at the same time.

**13. EMPLOYEES ON TRANSFER :**

Where an employee is transferred from one post to another, he shall, during any interval of duty between the date of his handing over charge of his old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the new post whichever are less.

**14. ADMISSIBILITY OF ALLOWANCES :**

Allowances shall only be payable to employees, who are actually at a time, fulfilling the conditions subject to which they are admissible.

**15. OFFICIATING PAY :**

An employee, who is appointed to officiate in a higher grade shall, so long as he shall officiate on such a grade, draw an officiating pay equal to the minimum of the grade of the post in which he is appointed to officiate. In case his substantive pay is equal or higher than the minimum of the officiating post, he will draw his officiating pay at the stage in that post next above his substantive pay.

**16. REFIXATION OF PAY ON TRANSFER FROM ONE SCALE OF PAY TO ANOTHER :**

When an employee is transferred from one scale of pay to another on the revision of the scale or other-wise, his initial pay on the new scale shall be fixed as under :

- a) In case his substantive pay in the old scale is lower than the minimum of the scale to which he is transferred, at the minimum of the new scale.
- b) In other cases and also in cases of transfer involving assumption of duties and responsibilities of greater importance, the pay of the employee shall be fixed in terms of the Government Orders contained in G. O. Ms. No. 239, Fin. & Plg. (FW. FR. II) Dept., dated 23-8-1983.

**PART - II****17. INCREMENTS :**

- a) Increment in the time-scale of a post to which a person is appointed shall be drawn as a matter of course, except where such increments have been withheld as a result of the penalty imposed under Conduct and Discipline Regulations.
- b) All increments shall fall due on the first day of April every year.
- c) In cases where an employee under probation gets increment on the 1st April even before the expiry of the probation period, it does not preclude the compe-

tent authority to take action against the probationer or member of the staff before the expiry of the probationary period in terms of the appointment made.

- d) If a newly appointed employee does not complete a period of 6 months by the 1st of April in the first year of service, his increment shall accrue only on the 1st April of next year and there after it will be sanctioned every first April.
- e) If in an increment scale, there is an efficiency bar, an employee shall not draw increments above the bar until he has been certified fit to do so by the Managing Director on each occasion on which an employee is allowed to cross the efficiency bar, which has previously been enforced against him, he shall be placed in the incremental scale at such stage as the Managing Director may fix, provided that such stage shall not be higher than that at which he was drawing his salary if the bar had not been enforced against him and further that no increments granted on the removal of a bar shall have retrospective effect.
- f) The Managing Director may grant advance or special increments or temporary increments to an employee if the circumstances require it.

### PART - III

#### 18. COMBINATION OF APPOINTMENTS :

- a) The Managing Director may appoint an employee to hold as a temporary measure or to officiate in two or more independent posts at one time.
- b) The pay and allowances of an employee holding for officiating in two or more posts shall be regulated as follows :
  - i) The highest pay in which he would be entitled if his appointment to one of the posts stood alone may be drawn on account of his tenure of the post, and
  - ii) for each other post, he may be permitted to draw additional charge allowance of  $\frac{1}{5}$  of the officiating pay not exceeding half the minimum pay of the post held.
  - iii) an employee, who in addition to his own duties is appointed to hold charge of or to officiate in a second post shall be allowed a charge allowance under clause (ii) above only when his own post is subordinate to or is of the same status as the second post, but not when the second post is subordinate to his own post.
- c) If a compensatory allowance is attached to one of more posts he shall draw such compensatory allowance as is admissible to his regular post,
- d) Notwithstanding the provisions of clause (b) above where an employee, who is appointed to hold additional charge to a post or posts, discharge only the current duties of the additional post or posts, the additional pay which may be granted to him shall not exceed  $\frac{1}{10}$  of his substantive pay in addition to the pay and compensatory allowance if any, admissible to his regular post.

- e) No additional pay shall be granted unless the period of additional charge exceed 14 days in the case of full additional charge and one month in the case of discharge of current duties only and drawal of additional pay shall not normally be allowed for a period exceeding three months.
- f) Additional remuneration shall not be allowed when the extra duties to be performed are only nominal or comparatively light.

**EXPLANATION :**

The term 'Independent' occurring in clause (a) above shall be interpreted as meaning "separate" or "distinct" and not in the original sense of one post being subordinate or inferior to another.

## **PART - IV**

### **Travelling Allowance**

**19. DEFINITION :**

In this part, unless the context otherwise requires :

- a) "Day" means a calender day beginning and ending at mid-night, but, an absence from headquarters which does not exceed 24 hours is reckoned for all purposes as one day, at whatever hour the period begins or ends.
- b) "Family" includes the wife, children, including an adopted son or daughter, step children and parents of an employee residing with and wholly dependent on him and in the case of a female employee her husband also if he is wholly dependant on her. Married daughters, when placed under their husband's protection, do not come under the definition of "Family". Not more than one wife is included in the expression of "Family".
- c) "First appointment" includes the appointment of a person not at the time of holding any appointment under the Corporation even though he may have previously held such an appointment.
- d) "Public Conveyance" means a train or other conveyance, which plies regularly for the conveyance of passengers, but does not include a taxi-cab, or other conveyance hired for a particular journey.
- e) "Actual travelling expenses" means the actual cost of the transporting the officers and the employee of the Corporation with their servants and personal luggage, including charges for ferry and other tools. They do not include charges for Hotels, Travellers' bungalows, or refreshment or for the carriage or stores, or conveyance or for resident watchmen and the like.
- f) "Transfer" means the movement of an employee from one station in which he is employed to another station; whether to take up the duties of a new post or in consequence of a change of his headquarters.

- g) "Personal belongings" include such necessary articles as are required by an employee while on tour, and not motor cars, motor cycles, carriage or heavy furniture.
- h) "Personal Property" includes motor cars, motor cycles, carriages and furniture.
- i) "Fares" shall mean, in case where there are two rates of fare, one inclusive and the other exclusive of diet, fares without diet.
- j) "Headquarters" of an employee is the station, which has been declared to be his headquarters by the competent authority and in the absence of such a declaration, the station where the records of his office are kept.
- k) "Travelling allowance" is an allowance granted to an employee to cover the expenses, which he incurs in travelling in the interests of the Corporation.
- l) "Tour" - An employee is said to be on tour when he is absent on duty from his Headquarters either within his sphere of duty or with proper sanction beyond the sphere of duty.

#### 20. GRADES :

- a) The Travelling allowances shall be admissible to employees of the Corporation required to proceed on tour or transfer in connection with their official duties in accordance with the terms and conditions hereinafter mentioned.
- b) For the purpose of grant of such allowances the employees shall be classified into following Grades :

| Grade | Pay Range        | Daily Allowances                         |                 |                      |
|-------|------------------|--|-----------------|----------------------|
|       |                  | In twin cities,<br>Vizag &<br>Vijayawada | Other<br>places | Only for<br>Boarding |
|       |                  | Rs.                                      | Rs.             | Rs.                  |
| I.    | 2590 & above     | 58/-                                     | 45/-            | 28/-                 |
| II.   | 1900/- to 2589/- | 48/-                                     | 35/-            | 18/-                 |
| III.  | 1200/- to 1899/- | 38/-                                     | 25/-            | 12/-                 |
| VI.   | 860/- to 1199/-  | 28/-                                     | 20/-            | 12/-                 |
| V.    | Less than 860/-  | 18/-                                     | 15/-            | 12/-                 |

21. The scale of Travelling Allowance admissible to the Officers and staff is given in Appendix-I.

22. The Managing Director of the Corporation will be entitled to the rate of Daily Allowance applicable to the higher class, irrespective of the salary he may be drawing in the scale of pay. He will also be entitled to draw the actual expenses incurred by him during his stay on tour when he does not draw a fixed Daily Allowance.

23. (a) An employee belonging to a Grade specified in column I of the table set-out in Appendix-I shall be entitled to travel while on tour by rail by the class indicated against such grade in column 3 of the said table. He shall, for every such journey be entitled to actual fare paid by him not exceeding the fare for the class to which he is entitled to travel together with the charge, if any, paid by him towards reservation of accommodation in the train.
- b) Where different rates are prescribed for travel by ordinary and mail or express trains the amount paid towards fare by the train in which the journey was actually performed, shall be admissible.
- c) In respect of journeys undertaken by the road, an employee shall be eligible for mileage allowance calculated on distances, travelled in kilometres in accordance with the scales specified in column 4 of the table set-out in Appendix-I. No mileage allowance shall be admissible in respect of journeys undertaken by a vehicle provided by the Corporation,
- d) No travelling allowance is admissible for journeys within a radius of 8 Kilometres from Head-quarters.
- e) If travel is within the radius of 8 kilometres from the headquarters, the employee will be paid actual conveyance charges provided they do not use Corporation conveyance and provided further the permission of the Managing Director is obtained.
- f) The Travelling Allowances admissible to any employee of the Corporation travelling in a public conveyance and other than rail (motor vehicle plying regularly for convenience of passengers) will be actual cost of hiring a single seat if the journey made is more than 32 K.Ms.
- g) No officer or employee shall be entitled to claim mileage or any other allowance or expenses for travelling by road to places where train or bus service is available unless specifically permitted by the Managing Director.
- h) Employees when travelling by a public conveyance other than rail are entitled to the actual expenses for travel and when the distance covered to and for exceeds 20 miles (32 K.Ms.) to full daily allowance even though journey may not involve stay over-night. The daily allowances are allowed as per regulation No. 25.
24. a) No Officer other than the Managing Director would be eligible to travel by Air on his option and other officers only with the prior approval of the Managing Director.
- b) In case where travel by air is permitted, the fare allowable will be the actual fare plus 1/2 D.A. for trip for incidentals plus luggage charges.
- c) Officers permitted to travel by air are expected to avail concession of return ticket, unless the Corporation business involves their journey from place to place whereby it may not be possible to return by the same route.



- d) Where an officer is eligible or permitted to travel by air he will be entitled to take 'Air Risk Insurance' for an amount not exceeding his basic pay for 5 years and the premium amount prescribed by the Airways, whichever amount be the higher and the premium for such insurance shall be borne by the Corporation.

25. a) While on tour the employees shall be eligible to receive daily allowance for every day spent on tour, in accordance with the scales specified in column 4 of the table set out in Appendix-I including the days of departure or return to head-quarters provided the period of halt at a place outside headquarters is more than 12 hours.

b) The daily allowance for journeys outside a radius of 8 K.Ms. from the head-quarters or return to headquarters from a similar point shall be admissible as given below :

- i) No daily allowance is allowed for a stay outside headquarters, which is less than 6 hours, but actual bus fare or train fare shall be allowed.
- ii) Half the daily allowance shall be allowed, if the employee leaves and returns to headquarters on the same day provided his absence from the headquarters exceeds 6 hours.
- iii) Half of daily allowance shall be admissible for the day of return to head-quarters and day of departure from headquarters only when the period of absence exceeds 6 hours, but does not exceed 12 hours;
- iv) Only one daily allowance shall be admissible, where the employee is on tour in respect of the journeys performed from camp to camp on the same day.
- v) Though the absence from headquarters is less than 12 hours but involves over-night stay, the full daily allowance may be paid.

c) If an employee makes a journey by rail or in case of a journey by road, if free transport is provided, no daily allowance shall be admissible to him for any day on which his absence in the headquarters does not exceed 6 consecutive hours; and net one day's allowance shall be allowed if the period of absence from Headquarters does not exceed 24 consecutive hours. The Daily allowance payable shall be as follows in case of an employee's absence on tour subject to the provisions made under sub-rule (a) & (b) above :

- i) For journey on tour of 6 hours and less — Nil.
- ii) For journeys on tour involving more than 6 hours but less than 12 hours. — 1/2 D. A.
- iii) For journeys on tour involving more than 12 hours but less than 24 hours — 1 D. A.
- iv) For journeys exceeding 24 hours, the rate of Daily Allowances shall be determined with reference to the absence of the employee from the head-quarters and return to the headquarters.

- v) If the period of absence from headquarters on the day of departure and on the day of return aggregate 12 hours then one D.A. may be drawn for those two days – if the aggregate accounts to 6 hours then 1/2 D.A. for those two days.
  - vi) The period of absence from headquarters begins when an 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.
26. The rate of daily allowance shall be determined with reference to the destination. Daily allowance to the employees, who leave on tour and return to their headquarters on the same day in a conveyance provided by the Corporation, shall also be regulated in accordance with the above scale on the basis of their period of absence from headquarters. Provided that daily allowance shall be drawn at full rates only for the first ten days of halt at any one place on tour and thereafter at one half of the full rate, except where the Managing Director in exceptional circumstances, by order in writing, authorises payment of daily allowance at full rates for a period not exceeding 30 days from the commencement of the halt.
27. (a) An employee whose duties require him to travel extensively within a specified area may be granted by the Managing Director a fixed Travelling Allowance in lieu of all other forms of T.A. The drawal of this allowance will be subject to such conditions and restrictions as may be specified by the Managing Director and the allowances may be reduced proportionately for the number of days on which the employee uses a conveyance provided at the expense of the Corporation.
- (b) The allowances may not be drawn during leave or joining time. The Managing Director or an Officer authorised by the Managing Director will draw a suitable tour programme or otherwise satisfy himself that adequate touring has been done every month before authorising payment of Fixed Travelling Allowances.
- (c) Under this regulation, fixed T. A. is granted only to Officers required to tour some minimum period. Any Officer, who is not, required to tour some minimum period, is therefore not subjected to the fixed T. A. Regulations, but to the ordinary T. A. regulations.
- (d) Every employee who draws F.T.A. must certify the number of days in which he was on tour during the period in question. If he has not toured for the prescribed number of days, his F.T.A. will be reduced for each day in deficit by an amount equal to a day's allowance.
- (e) In furnishing the certificate, the Officer should either certify that he has not travelled in a vehicle provided by the Corporation during the period, or if he has travelled he should specify :
- i) the number of days on which he has toured;
  - ii) the prescribed minimum number of days on which he has to be on tour; and

- iii) the number of days on which he has used a vehicle provided by the Corporation.
- (f) A claim for F.T.A. should be included in the main pay bill for the month, the claim being made out on the assumption that the minimum touring required for the month has been preformed.
- i) The amount thus drawn should be disbursed along with the pay;
  - ii) The employee concerned should submit journals of the tour made in a month in about the beginning of the month to which they relate and any amount paid in excess should be adjusted by short deduction of that amount from the F.T.A. due for the next month.
  - iii) The pay bills of establishments, in which claim for F.T.A. is included should be supported by the following certificate :-

### CERTIFICATE

Certified that in respect of F.T.A. claims drawn in previous months or quarters as the case may be, I have obtained the necessary journals and have satisfied myself that the employee concerned made the requisite tours and that in cases where the requisite tours have not been made, the necessary recoveries have been effected. The particulars of recoveries yet to be made are furnished below :

| Sl. No. | Name of the Officer | Designation | Period for which minimum tour is prescribed<br>Month, Half year, Year | Minimum tour required | Shortage in tour | Amount recovered | Amount yet due | Date of recovery | Remarks |
|---------|---------------------|-------------|---|-----------------------|------------------|------------------|----------------|------------------|---------|
| (1)     | (2)                 | (3)         | (4) -   | (5)                   | (6)              | (7)              | (8)            | (9)              | (10)    |

This certificate should be countersigned by the Controlling Officer where the claim relates to the drawing officer himself and is paid of his personal receipts.

- iv) F.T.A. should be drawn for an employee only for the period he is on duty.

#### 28. JOURNEYS ON TRANSFER :

- a) The employees of the Corporation and the families shall be entitled on transfer to travel by rail by the class to which the employee is entitled to travel on tour. The actual fare paid on account of such travel shall be re-imbursed to him together with fee, if any, paid towards reservation of accommodation in the train.

- b) Where the journey on transfer is undertaken by road, mileage allowance shall be admissible to the employee or to the every member of his family performing such journeys at the rates specified in column 4 of the table set-out in the Appendix-I,

29. Every employee, who is transferred from one station to another shall be eligible for :

- (a) a lumpsum allowance of one half pay last drawn; subject to a maximum of Rs. 150/-.
- (b) re-imbursement of actual freight paid by him, not exceeding the freight payable for transportation by passenger train of personal effects under the maximum limit specified in column (6) of the table set-out in Appendix-I.
- (c) re-imbursement of actual freight paid by him for transportation of conveyance owned by him not exceeding freight payable on transportation by train by the conveyance listed in column (7) of the table set-out in Appendix-I, and
- (d) incidental charges in respect of journeys by rail or air at the rates specified in column (8) calculated in kilometers on the distances between the stations.

30. Time limit for family members to join an employee or at transfer of personal effects :

The member of the employee's family, who follows him within 6 months from the date of his transfer or proceeds him by not more than one month shall be treated as accompanying him.

#### EXPLANATION :

The expression 'Date of Transfer' means the date on which the employee reports himself for duty at the new station in case his family or personal effects following him or the date on which he hands over charge at the old station in case his family or personal effects proceeds him.

31. EMPLOYEE TRANSFERRED WHILE ON LEAVE :

The employee who goes on leave on average pay for a period not exceeding 4 months after he has given over the charge of his old post, but before he has taken over charge of his new post, shall be entitled, whether the orders of transfer are received before or after the commencement of his leave, to transfer allowance not exceeding the amount that would be admissible under regulations on transfer from his old post to his new post.

32. GENERAL :

- a) An employee of the Corporation on tour or transfer is expected to proceed by the shortest route to the point of destination. It shall be open to the Managing Director to permit an employee to proceed on tour by a route other than the shortest, if exigencies of service so require.

Where a journey is undertaken by road between places connected by rail, the travelling allowance shall be limited to the amount admissible had the journey been

performed by rail PROVIDED THAT where the Managing Director in the exigencies of service requires that such journeys be undertaken by road, the allowance shall be admissible at the rates appropriate to journeys by road,

**33. T. A. NOT TO BE A SOURCE OF PROFIT :**

Travelling allowance is given to any employee of the corporation to cover the actual expenses incurred by him in travelling in the interest of the Corporation's service. It is a fundamental principle that the allowance is not to be made a source of profit and no allowances are granted to meet the expenditure of the families of the employee or their private servants accompanying them when travelling on duty, except as provided therein.

**34. STARTING AND ENDING POINTS OF JOURNEYS :**

The point of any station from which a journey is held to commence or at which it is held to end, will be considered fixed as follows :

For the Head Office, the Registered Office of the Company and / or any other branch in which the individual usually works.

**35. PREPARATION AND PASSING OF T. A. BILLS :**

a) All claims for travelling allowance will be drawn on prescribed forms giving the full details of movements, the objects of the journey and will be signed by the claimants and will be declared as a true record.

b) All T.A. bills before submission to the sanctioning authority shall be duly attested by the Controlling Officers.

c) All T.A. bills shall be scrutinised by the Accounts Section before they are passed.

d) All bills can only be passed strictly in accordance with these rules. In case of any deviation for and substantially good reason, the previous sanction of the Managing Director or the Board (as the case may be) will be obtained before the bills are passed.

e) The Managing Director will approve the tour programmes and pass the T.A. bills of all employees including himself.

f) All the T.A. Claims of employees shall be preferred within 3 months from the last date of the tour for which the claim pertains to.

g) Claims not preferred within time limit are liable for summary rejection.

36. a) No officer or employee shall travel in a class higher than that to which he is eligible as per these regulations and in case of deviation for any exceptional case, the allowance of the expenses thereof shall require sanction of the Managing Director.

b) Where an employee has been allowed under special circumstances with the sanction of the Managing Director, the train fare of a higher class than he is

ordinarily allowed as per these rules, he will nevertheless, got the incidental expenses he is entitled to at his normal rate, but not of the higher class he is permitted to travel.

- c) Wherever, the extra amounts has been allowed over and above the train or air fare, they are to cover all incidental charges of the journey, such as luggage on personal effects, tickets for personal servants and handling enroute, but shall not include any charges on Corporation's articles, if carried, for which actual extra charges incurred, if any, will be paid.
37. a) No officer or employee shall be entitled to claim mileage or any other allowance or expenses for travelling by road to places where train or bus service is available, unless specifically permitted by the Managing Director.
- b) Officers, who are provided with a motor car or any other conveyance at the expense of the Corporation are entitled when travelling on duty by means of the Corporation conveyance to actual running expenses of the conveyance plus miscellaneous expenses such as charges for ferry etc. They shall receive daily allowance in case they are required to stay over-night, irrespective of the distances covered away from the headquarters.
- c) Officers not provided with the Corporation's conveyance, when they travel in their own conveyance and at their own expenses, shall receive mileage at the rates admissible for their grade, provided that, the places visited are not within a distance of 8 K.Ms. from their headquarters. They shall receive their daily allowance in case they are required to stay over-night away from their head-quarters.
38. Employees when travelling by a public conveyance other than railway, are entitled to the actual expenditure for travel and when the distance covered to and from exceeds twenty miles or 32 K.Ms. to daily allowances as per regulation.
39. The travelling allowance of employees on duty outside Andhra Pradesh State will be governed by these regulations.
40. a) Travelling Allowance will not, as a rule, be paid to persons going to join a first appointment unless a specific mention to that effect is made in the appointment order and documentary evidence produced to the effect that such payment was agreed to at the time of appointment.
- b) The Travelling Allowance under this clause shall not exceed one single fare of the class to which an employee of the Corporation in a similar rank is eligible.
41. LOCAL CONVEYANCE :
- a) Taxi charges will be allowed to the Managing Director and the other officers drawing Rs. 3000/- and above with the sanction of the Managing Director only. Officers drawing Rs. 1220/- and above, but below Rs. 1000/- will be allowed auto rickshaw charges. The rest of the employees shall engage the cheapest conveyance available in places where they are engaged on Corporation's work.

- b) All employees will be eligible to claim conveyance charges from place of residence to Railway Station or Air Booking Office or Bus Station and vice-versa, subject to the limitations stated herein above.
42. An employee, recalled to duty before expiry of the leave is entitled, if the return to duty is compulsory, to ordinary travelling allowance for the journey from the place at which the order of recall reached him.
43. **DISCRETION OF MANAGING DIRECTOR IN CERTAIN CASES NOT SPECIFICALLY COVERED BY THE RULES :**  
In respect of cases which are not specifically covered by these regulations, the Managing Director can pass the Travelling Allowance and Daily Allowance claim at his discretion.
44. **CONTRACT OFFICER :**  
These rules will apply to the contract officers in the same manner as they would ordinarily apply to Corporation's own employees, unless otherwise specifically provided for.
45. **TOUR ADVANCE :**  
An employee, who is required to travel on the Corporation's business, may draw an advance to meet his travelling expenses not exceeding the expenses he is likely to incur. The advance so drawn should be adjusted in the final bills, which should be prepared immediately after the tour.
46. The rates of Dearness Allowances, House Rent Allowance and City Compensatory Allowance as on 1-10-1988 are given in the Appendix-2.

## PART - VI

47. **MISCELLANEOUS :**
- a) Every case of fixation of pay or grant of increments and allowance other than those covered by these regulations may be decided by the Board and such decision unless otherwise specified shall not have general application, but shall apply only to the specific case referred to above.
- b) Notwithstanding anything in these regulations, the Board shall have powers to deal with any case of an employee in such manner as may appear to it to be just and equitable, provided that where any of these regulations is applicable to the case of an employee, the case shall not be dealt with in any manner less favourable to the employee than the one provided by that regulation.
48. **CONTROLLING OFFICERS :**  
The Managing Director may specify what authorities subordinate to him shall be the controlling officers for the purpose of sanctioning the claims for T.As by employees under his administrative control.

**49. DUTIES OF THE CONTROLLING OFFICERS :**

It is the duty of the Controlling Officer or Drawing Officer when a bill does not require counter signature before counter signing or signing a travelling allowances bill :

- a) To scrutinise the necessity, frequency and duration of journeys and halts for which T. A., is claimed.
- b) To scrutinise the distance as well as the rate and the calculations entered in the T. A. Bill.
- c) To ensure that conditions prescribed by or under the Regulations in Part-VI for the payment of the allowance claimed have been fulfilled and to disallow the whole or any part of the T.A., claim which, in his opinion, is inadmissible.

**50. CHANGE IN REGULATIONS :**

Any new regulation or alteration in the existing regulations shall be made by the Board and the same may be used in the form of circular among the staff.

**51. POWER TO INTERPRET AND IMPLEMENT RULES :**

These regulations shall be interpreted by the appointing authority whose decision shall be final and binding.

52. The Managing Director may issue such instructions not consistent with the provisions of these regulations as he may consider necessary to give effect to and carry out the purpose of these regulations or otherwise to secure effective control over the employees to whom these regulations apply and may authorise any authority subordinate to do so subject to such conditions and limitations, if any, as may be specified by him in that behalf.



# APPENDIX-I

| Grade  | Pay of the employee | Class entitled to travel by rail | Mileage K.M. by road or any other conveyance | DAILY ALLOWANCE  |                   |                   |                                | Quantity of personal effects entitled for transportation on transfer by passenger of goods service |      |                        |      | Conveyance admissible for transportation by passenger | Incidental charges admissible on transfer |
|--|---------------------|----------------------------------|--|------------------|-------------------|-------------------|--------------------------------|--|------|------------------------|------|---|---|
|  |                     |                                  |  | Within the state | Outside the state | Only for boarding | In twin cities viz. Vijayawada | If not possessing a family   |      | If possessing a family |      |   |   |
|  |                     |                                  |  |                  |                   |                   |                                | P.   | G.   | P.                     | G.   |   |   |
|  |                     |                                  |  |                  |                   |                   |                                |  |      |                        |      |   |   |
| (1)  | (2)                 | (3)                              | (4)  | (5)              | (6)               | (7)               | (8)                            |  |      |                        |      |   |   |
|  | Rs.                 |                                  | Rs.  | Rs.              | Rs.               | Rs.               | Kgs.                           | Kgs.   | Kgs. | Kgs.                   |      |   |   |
| I.   | 2580 - above        | 1st class                        | 0-60   | 45/-             |                   | 28/-              | 55/-                           | 60   | 1440 | 75                     | 1725 | Motor car, Motor cycle/ Scooter                       | 7ps per K.M.                              |
| II.  | 1900 - 2580         | 1st class                        | 0-60   | 35/-             |                   | 18/-              | 45/-                           | 40   | 960  | 60                     | 1020 | -do-  | -do-                                      |
| III.   | 1200 - 1899         | 1st class                        | 0-60   | 25/-             |                   | 12/-              | 35/-                           | 40   | 860  | 60                     | 960  | Motor cycle/ Scooter                                  | 5ps per K.M.                              |
| IV.  | 860 - 1199          | 2nd class                        | 0-60   | 20/-             |                   | 12/-              | 25/-                           | 15   | 400  | 20                     | 480  | Bicycle   | 4ps. per K.M.                             |
| V.   | Less than 860/-     | 2nd class                        | 0-20   | 15/-             |                   | 12/-              | 15/-                           | 15   | 400  | 20                     | 480  | -do-  | 3ps. per K.M.                             |
| Two and half times normal D.A. out-side the State. However, three times normal D.A. is admissible on production of vouchers. |                     |                                  |  |                  |                   |                   |                                |  |      |                        |      |   |   |

Two and half times normal D.A. outside the State. However, three times normal D.A. is admissible on production of vouchers.

- 1) The above rates are deemed to have come into force with effect from 28-4-1975.
- 2) For the purpose of D.A., the stay of 24 hours constitutes a day. In case the absence from the Headquarters is more than 12 hours employee shall be paid full D.A., for absence exceeding 6 hours and less than 12 hours 1/2 D.A. is payable to an employee provided where the stay is less than 12 hours but involves over-night stay full D.A. may be paid to the employee. This is subject to the provisions of rule 25a.
- 3) (a) In case of travel by public conveyance, only actual bus fare is admissible. D.A. will be allowed in addition to bus fare as per rules.
- 4) (\*\*) The expensive localities shall be all places outside the State, Hyderabad, Visakhapatnam within the State and other places as will be determined by the Corporation from time to time.
- 5) If an employee carries his personal effects by passenger train instead of by goods train, he may draw the actual cost of carriage, upto a limit of the amount which would have been admissible had he taken the maximum number of Kgs. by goods train.
- 6) An employee who carries his personal effects by road between stations connected by rail may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by passenger train but not exceeding the amount which would have been admissible, had he taken the maximum no. of Kgs. by goods train.
- 7) For transportation of personal effects by road between places not connected by rail an employee may draw mileage allowance within the prescribed limits at a rate to be fixed by the Managing Director.

EXPLANATION : For the purpose of item 7 three mileages have been allowed by the Board in its 38th Board Meeting under item No. 38 (21).

## APPENDIX - II

## 1. DEARNESS ALLOWANCE

| Pay Range                  | Cumulative rate of D. A.                          |
|----------------------------|---|
| i) Upto Rs. 3,500/-        | 18% of pay  |
| ii) Rs. 3,501/- to 6,000/- | 13% of pay subject to a minimum of Rs. 630/- P.M. |
| iii) Above Rs. 6,000/-     | 11% of pay subject to a minimum of Rs. 780/- P.M. |

## 2. HOUSE RENT ALLOWANCE

- a) 20% of the basic pay in the following places subject to a minimum of Rs. 150/- and maximum of Rs. 1000/-.

- |  |                |
|--|----------------|
| 1. Twin cities of Hyderabad, Secunderabad. | 7. Kurnool.    |
| 2. Visakhapatnam.                          | 8. Nellore.    |
| 3. Vijayawada.                             | 9. Warangal.   |
| 4. Guntur.                                 | 10. Tirupathi. |
| 5. Kakinada.                               | 11. Nizamabad. |
| 6. Rajahmundry.                            |                |

- b) 12 1/2% on the basic pay at the following places :

- |                  |                  |
|------------------|------------------|
| 1. Srikakulam    | 8. Cuddapah      |
| 2. Vizianagaram  | 9. Adilabad      |
| 3. Eluru         | 10. Karimnagar   |
| 4. Machilipatnam | 11. Mahabubnagar |
| 5. Ongole        | 12. Khammam      |
| 6. Chittoor      | 13. Sangareddy   |
| 7. Anantapur     | 14. Nalgonda     |

## 3. CITY COMPENSATORY ALLOWANCE :

| Sl. No. | Pay range in the Revised Pay Scales, 1986     | AMOUNT OF C.C.A.                   |  |
|---------|---|------------------------------------|--|
|         |   | Hyderabad & Secunderabad (A class) | Visakhapatnam & Vijayawada (B-2 class) |
| 1.      | Below Rs 950/- P.M.                           | Rs. 30/-                           | Rs. 20/-                               |
| 2.      | Rs. 950/- & above, but below Rs. 1500/- P.M.  | Rs. 45/-                           | Rs. 20/-                               |
| 3.      | Rs. 1500/- & above, but below Rs. 2000/- P.M. | Rs. 75/-                           | Rs. 20/-                               |
| 4.      | Rs. 2000/- and above P.M.                     | Rs. 100/-                          | Rs. 20/-                               |