



**GOVERNMENT OF SIKKIM**  
**FINANCE, REVENUE AND EXPENDITURE DEPARTMENT**  
**GANGTOK**

No: 02/ Fin/Acct

Dated: 7/04/2016

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Sikkim hereby makes the following rules further to amend the Sikkim Travelling Allowances Rules, 1980 namely: -

Short title and

1. (1) These rules may be called the Sikkim Travelling Allowances

Commencement (Amendment) Rules, 2016.

(2) They shall come into force at once.

2. In Sikkim Travelling Allowances Rules, 1980 (hereinafter referred to as the "said rules" in rule 3,- for clause (2).

(i) The following shall be substituted, namely: -

" (2) Competent Authority" means the Government or any authority to which the relevant powers may be delegated by the Government from time to time,"

(ii) for clause (6); the following shall be substituted, namely: -

" (6) Pay" means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like personal pay, special pay etc."

3. In the said rules, in rule 15, for the Note 1 and the entries relating there to, the following shall be substituted, namely: -

"Note 1. Government servants of all grades are entitled to reimbursement of reservation charges for the seat and sleeper in addition to entitled class of fare."

4. In the said rules, the existing rule 17 shall be omitted.
5. In the said rules, in rule 29; -
  - (i) In Note 1, for the words "Class III and Class IV" the words and letters "Group C and D" shall be substituted;
  - (2) In Note 2, the word and figures "under column 2 and column 3 of table" shall be omitted.
6. In the said rules, in rule 30, the words and figures "column 2 or 3 of the table in" shall be omitted.
7. In the said rules, for rule 31 the following shall be substituted, namely: -

"31 Approval of tour programmes and drawal of advances"

The following procedures shall be followed for obtaining the approval of competent authority prior to proceeding on tour within the State as well as outside the State.

(1) Tours within Sikkim

- (a) The tour programme of Heads of Department shall be approved by the Minister concerned.
- (b) The tour programme of all Gangtok stationed, Group A officers shall be approved by the head of department
- (c) All district head of offices shall obtain approval of their Tour programmes from the District Collector who is deemed to be their Controlling Officer.
- (d) The tour programme of all other officers and staff shall be approved by head of department or head of office under their charge.

(2) Tours outside Sikkim

- (a) The tour programme of Head of Department shall be approved by the Chief Minister through the Chief Secretary.
- (b) All other officers shall obtain the approval of their tour

programme from the Minister concerned through the head of department and Head of Office.

- (c) All Group C and D employees shall obtain the approval of their tour programme from the heads of department through the head of office.

(3) Other General Rules

- (a) The head of department shall ensure that tours outside the State are kept to the absolute minimum. Greater efforts should be made to utilize the services of the Resident Commissioner, Sikkim House, New Delhi who should be suitably briefed in advance, so that he can represent the Government of Sikkim.

- (b) Officers who are not entitled to travel by air should plan their tour programs well in advance so that they do not have any difficulty in obtaining railway reservation and last minute request for approval to travel by air as special case is avoided.

- (c) The period of the tour should be kept to the absolute minimum and each day to be spent outside the State should be fully justified in terms of specific tasks that need to be carried out and necessity of the personal presence of the officer concerned.

- (d) All claims for Travelling Allowances bill is required to have a certified photocopy of the approved tour programme and a tour report duly approved by the Head of department. The tour reports of Secretaries/ Head of department shall be approved by the Chief Secretary.

(4). Drawal of advances for tour.

- (a) Head of department may with the concurrence of the Financial Advisor of the department sanction to a

permanent or temporary Government servant drawing regular time scale of pay under his administrative control who is required to proceed on tour including a prolonged tour in the interior places which are difficult to access, an advance to cover his personal travelling expenses as well as his expenses on contingent charges arising out of the tour.

Explanation:-1. The term "personal Travelling expenses" means rail or air fares, incidental charges, road mileage and daily allowances"

Explanation:-2. "contingent charges" means expenses on hire of conveyances or animals for carriage of records, tents or other government property.

(b) The Financial Advisor and the Drawing and Disbursing Officer shall take into account, the following items of expenditure to determine the quantum of advance: -

- (i) Daily Allowance admissible as per rule 28 or 29 of these rules as the case may be.
- (ii) Air-Fare/Railway-Fare/Roadway Fare as entitled under these Rules.
- (iii) Room rent for stay in Guest Houses within the State and Sikkim House/ New Sikkim House at Delhi and STCS Guest House, Calcutta and other Guest Houses owned by other State Governments or the central Government for the tour outside the state.
- (iv) Any contingent charges as per these rules.
- (v) Only 75% (Seventy Five) of the estimated expenditure are to be granted as Advance.
- (vi) The Financial Advisor and the Drawing and Disbursing Officer shall be fully responsible for settlement of such personal advances. Second Advance shall not be granted / sanctioned until previous advance taken is settled in full.

Note1: Financial Advisor is the senior most officer posted in the department from the Sikkim Finance and Accounts Service cadre for supervision of proper accounting systems as well as examination of proposals involving financial implications with reference to government orders / rules /Acts etc. He will advise the heads of Department or offices appropriately as laid down under Rule 99A of Sikkim Financial Rules 1979.

(c) An officer who is declared to be his own controlling officer for the purpose of drawing travelling allowance bills under sub- rule(2) of rule 61 may sanction the grant of an advance under this rule to himself with the knowledge of the Financial Advisor and the Drawing and Disbursing Officer of the department.

(d) Adjustment of advances -

(i) The amount of advance granted under this section shall be adjusted immediately on completion of the tour or within 3(three) months from the date of drawal of advance whichever is earlier.

(ii) Any advance drawn by any officer that remain unadjusted beyond the period of 3(three) month either due to non-submission of details or forfeiture of claims under rule 64 of these rules shall be recovered from his pay and allowances.

(iii) The Head of Department / Office/ Drawing and Disbursing officer shall indicate the details of outstanding advances against the government servant on transfers or on retirement or on quitting the Government service in their Last Pay Certificate in order to recover the amount from the salary and allowances or from the retirement benefits.

(iv) A Government servant who has taken advances under these rules for any particular journey / journeys shall not be paid travelling allowances or other bills drawn in their favour until the advances or any portion of it remaining unadjusted are adjusted.

(1) The head Quarters of Government Servant shall be in such a place as

may be prescribed by Government from time to time."

8. In the said rules, after rule 40, the following rule shall be inserted namely: -

"40 A. Journey during probation period. A probationary officer appointed in terms of rule 23 to 29 of Sikkim Government Service Rules 1974 as and when required to proceed on tour for discharge of his /her official duties, and is drawing a consolidated training allowances for the 1<sup>st</sup> year of training/probationer ship/apprenticeship vide Notification No. 459/Gen/DOP dated 31/10/2011, shall be eligible for drawal of Travelling allowances and entitlements as admissible to the appropriate grade of employee to which he is appointed."

9. In the said rules, for rule 54 and the entries relating thereto the following shall be substituted, namely: - "A government servant who is entitled to avail of medical facilities under Sikkim Services (Medical Facilities) Rules is also eligible to avail of travelling allowances for his family members as per entitlements. The term "family" means the family as defined in sub- rule (2) of rule 3 of Sikkim Services (Medical Facilities) Rules 1981".

10. In the said rules, in rule 55,

(1) after the word admissible and before clause " (a) Journey by rail", the following clause and the entries relating thereto shall be inserted, namely: -

(a) Journey by Air: -

(a)	For the Government Servant ( as Patient)	A government Servant in receipt of grade pay of Rs.7200/- Per month and above shall be entitled to travel by Air in economy class to avail medical treatment as a patient referred outside the State by the State
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(2) For the existing clause "(a), Journey by rail" the clause "(aa) Journey by rail" shall be substituted for clause (d) and the entries relating thereto.

(3) The following shall be substituted, namely: -

“(d) Travelling allowances for escort:- An escort shall be not entitled to any Travelling Allowances under these rules.

By order and in the name of the Governor

M.G.Kiran  
Principal Secretary  
Finance, Revenue & Exp. Deptt.

Memo No. 21-28/GOS/Fin/5(I)/Acctt

Date: 07/04/2016

Copy to: -

1. All Secretaries/ Heads of Department.
2. Principal Secretary to the Chief Minister
3. Registrar General, High Court of Sikkim
4. Accountant General Sikkim.
5. Director, AATI
6. Director Treasury & PAO.
7. PPS to Chief Secretary.
8. Joint Secretary, Home Department, for publication in official Gazette