

CHAPTER - III

JOURNEY ON TOUR

31. General:- The headquarters of a Government servant shall be in such place as may be prescribed by Government.

32. A Government servant is on tour when absent on duty from his headquarters either within or with proper sanction, beyond his sphere of duty.

Note 1: In case of doubt, Government may decide whether a particular absence is absence on duty for the purpose of this rule.

Note 2: Government may prescribe the limits of the sphere of duty of any Government servant.

33. Government may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by a Government servant or class of Government servants.

34. A Government servant draws travelling allowance for journeys on tour in the shape of mileage allowance and/or daily allowance at the rates prescribed in these rules.

35. Conditions for drawal of daily allowances: Daily allowances may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to his headquarters.

36. No daily allowance shall be admissible for any day in which the Government servant does not travel to a place beyond a radius of 16 kilometers from his headquarters.

37. Daily allowances of a Government servant on tour starts with the departure from headquarters and ends with the arrival at headquarters. It includes holidays occurring in between, subject to the following conditions:-

- a) No daily allowance is admissible on a day on which the Government servant is on casual leave of any other kind.
- b) No daily allowance is admissible on a holiday unless the Government servant is actually and not merely constructively in camp.
- c) If the Government servant returns temporarily to his headquarters on private business on Sunday or any other holidays he will not be entitled to daily allowance for that day. If a Government servant returns daily to his headquarters while on tour to an outstation, due to non-availability of proper accommodation or for any other reason, he may draw daily allowance at the rates applicable to the outstation on all days on which he performs duty there to the same extent as would be admissible had he stayed at the outstation till the completion of the tour.

However, on intervening Sundays and holidays, no daily allowance will be admissible unless he is actually (and not merely constructively) in camp.

- d). When the Government servant on tour is provided free board and lodging, he shall draw only one fourth of daily allowance for the day. If he is provided only free board, he shall draw half daily allowance for that day. If however, he is provided only free lodging, he will draw three fourth daily allowance for the day.

38. Full daily allowance shall be admissible for the first 60 days of continuous halt at any one place. The half begins from the day of arrival. The period of 60 days will include the day of casual leave, holidays and Sundays intervening irrespective of the fact whether daily allowance is allowed or not.

39. The admissibility of the Daily Allowance for continuous halt at any one place outside the Government servant's head quarter during tour shall be as follows.

- (a). First 60 days Full Daily Allowance
- (b). After 60 days and up to 180 days Half Daily Allowance
- (c). Beyond 180 days Nil.

Note:- Halts for more than 60 days at any place will require prior approval of the Controlling Officer of the Government servant.

40. If a Government servant returns to his headquarter within six hours of the commencement of his tour, he shall not be entitled to any daily allowance. If he returns after six hours but within twelve hours from the commencement of his tour, he shall be entitled to half daily allowance, If his absence from headquarters on official tour is 12 hours or more than 12 hours, but does not exceed 24 hours, he shall be entitled to full daily allowance.