

**Hkkjrh; iksj ksdh l fku #Mdh  
#Mdh & 247667 mYjkpy½  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667 (Uttaranchal)**

**okgu HkRrs grq l fku vknk l a 10@2002  
INSTITUTE ORDER NO. 10/2002 ON CONVEYANCE ALLOWANCE**

**1. mnns; %  
OBJECTIVE: -**

l fku depkjh dsml 0; ; dh ifri frZ djuk tksed[; ky; ij ; k ml l s FkkMk njih rd] M; W/ h ij 0; ki d ; k=k djus ds l c/k ea gkA

To compensate Institute employees towards expenses incurred for travelling on duty extensively at or within a short distance from his headquarter.

**2. Lohdk; rk %  
Admissibility :**

og depkjh] tksed[; ky; ij ; k ml l s FkkMk njih rd 0; ki d ; k=k djus grq okdNr gks ijarq tks ; k=k HkRrs dk v/; FkZ u dj l drk gks A bl HkRrs dks Lohdr djus grq %

An employee, who is required to travel extensively at or within a short distance from his headquarter but cannot claim Travelling Allowance. For grant of the allowance: -

- (i) M; W/ h ij vkS r ekfl d ; k=k 200 fdyks ehVj l s vf/kd gkuh pkfg; A  
The average monthly travelling on duty should exceed 200 km.
- (ii) vkokl , oa dk; Z ds l kekl; LFky ds chp dh njih dks l fefyr ugha fd; k tk; sxA  
Journeys between residence and normal place of work will not be included.
- (iii) i sy ; k l kbZdy ij ; k=k vgl ugha gksxA  
Journeys on foot or by bicycle will not qualify.

**3. ikjfhkd fu; ru %  
Initial Fixation: -**

½ l c/kr depkjh dks HkRrs grq vgl M; W/ h ij ; k=kvka dh , d ykk cpl de l s de rhu ekg grq vugf{kr j [kuh pkfg; A ykk cpl ea LFku ftl dh ; k=k dh xbZ gkS r; dh xbZ njih] ; k=k dk mnns; ] rFkk mi ; ks fd; s x; s okgu ds idkj ds l c/k ea tkudkfj; k; gkuh pkfg; A l Eeknd ikf/kdkjh ykk cpl dh tpo djus ds lk'pkr ftl frffk l s ykk cpl vugf{kr dh xbZ gS ; k ml ds ckn dh frffk l smfpr nj ij HkRrk Lohdr dj l drk gA

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

½ ed[; ky; ij depkjh ds vf/kdkj {ks= ea fLFkr dk; Z LFky dh doy 16 fdyks ehVj rd dh ; k=k, j gh vfHkyf[kr dh tkuh pkfg; A

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

¼ ½ ; g HkRrk fu; f=r ; k=k ds vk/kkj ij fof'kV in ¼ i nks grq fu/kkZjr fd; k tk; sxA rFkk in /kkjd bl HkRrs dks ikr dj sxA

(c) 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.

1/4, 1/2 ds depkjh; ka grq ykk cpl vugf{kr j [kus dh 'krz gvkbz tk l drh g\$ftudh M; W/h dh idfr ds vuq kj dkj j [kuk okiNr gk\$ ijr, \$ sekeyka ea HkRrk uhps nh xbz l kj .kh ds dkye 1/2 ea fu/kkjr U; ure nj ij gskA mph nj grqv/; FkL mijkDrkuq kj ykk cpl ds l kfk fd; k tkuk pkfg; A

(d) The condition of maintaining log-books 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 log-book as above.

1/4, 1/2 l ak\$ku i nZ orueku ea 1/2 2]800 #- l s de oru vkgfjr djusokysvf/kdkfj; ka grquhps nh xbz l kj .kh ds dkye 1/2 dh nj ij okgu HkRrk Lohdk; Z ugha gA

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

Average monthly travel on official duty	Rates per month for Journey by	
	Own Motor Car	Other Conveyance
1	2	3
201&300 fdyks ehVj 201 - 300 Kilometres	#- 560@& Rs. 560/-	#- 185@& Rs. 185/-
301&450 fdyks ehVj 301 - 450 Kilometres	#- 840@& Rs. 840/-	#- 240@& Rs. 240/-
451&600 fdyks ehVj 451 - 600 Kilometres	#- 1]035@& Rs. 1,035/-	#- 320@& Rs. 320/-
601&800 fdyks ehVj 601 - 800 Kilometres	#- 1]215@& Rs. 1,215/-	#- 375@& Rs. 375/-
800 fdyks ehVj l s vf/kd Above 800 Kilometres	#- 1]500@& Rs. 1,500/-	#- 425@& Rs. 425/-

**4. og vof/k; k; ftuds nk\$ku ; k=k HkRrk Lohdk; Z ugha g\$ %&  
Periods during which conveyance allowance is not admissible :-**

(i) dk; Bkkj xg.k djus ds l e; ] vodk'k ds igys; k ckn ea tkmh xbz NqVV; ka l fgr] NqVV; ka o vLFkk; h LFKkukarj .k dh fdl h vU; vof/k ea %

Joining time, leave and any period of temporary transfer, including holidays prefixed to leave or holidays suffixed to leave :

(ii) 15 fnu ; k ml l s vf/kd ds fy; \$ Vj dh vof/k] vLFkk; h M; W/h vkfnA  
Period(s) of tour, temporary duty, etc., for 15 days or more.

(iii) depkjh ds dkj j [kus ds ekeys ea] 15 fnu l s vf/kd dh fdl h , \$ h vof/k ds fy; s %&

In the case of officials owning a motor car, during any period exceeding 15 days: -

1/4, 1/2 tc depkjh us dkj ugha j D[kh gk\$ ; k

(a) When the official does not maintain a car; or

1/4, 1/2 tc [kjc gkus; k vU; fdl h dkj .k l s ml ds }kjk j D[kh xbz dkj dk i z ksx u fd; k x; k gkA

(b) When the car maintained by him is not used due to disorder or any other reason.

5. **iqjhf{k.k %&**  
**Review: -**

, d ckj ea ; g HkRrk nks o"Kz l s vof/kd dh vof/k ds fy; s Lohdr ughafd; k tk; s k rFk bl s tkjh j [kus grq, d h iR; d vof/k ds vr ea iqjhf{k.k fd; k tkuk pkfg; A iqjhf{k.k dh ifØ; k ikjfhkd Lohdr tS h gh gksxA

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.

6. **ukea ; kx; yqkk 'k'h'kz %&**  
**CHARGEABLE HEAD ACCOUNT**

oru fuf/k l snA  
Debited to Salary Grant.

7. **ykwx% 29 tu 2002 l srFk vkbzvkbZ/h-vkj-i-i = duod , ykmj l & 1 ij opu nusdsk' pkrA**  
**Applicable :-** After furnishing an undertaking on **IITR FORM CONV. ALLCE-I.**

(A K SRIVASTAVA)  
LT. COL. (RETD.)  
REGISTRAR

l @ Hkk-i kSl # @ l kkl; @ l h, p, - @ 2002 @ 2114 fnukd 20 vxLr 2002  
No. IITR/Gen/CHA/2002/2114 Dated 20<sup>th</sup> August 2002

ifrifyi %&  
Copy to:-

1. l eLr foHkkxk/; {k@dshnk/; {k@dk; k; k; {kA  
All Head of the Deptts./ Centres/ Offices.
2. foRr fu; ædA  
Finance Controller.
3. funs'kd egkn; ds fuf t l fpo dks funs'kd egkn; ds l pukFkA  
P.S. to Director for Director's kind information please.
4. mi & funs'kd egkn; ds vk' kifyi d dks mi & funs'kd egkn; ds l pukFkA  
Steno to Dy. Director for Dy. Director's kind information please.
5. l fevr vuHkkxA  
Meeting Section.