



No.FD-SR-1/8-7/2013  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated: Lahore, the 25<sup>th</sup> April, 2018

To

1. All Administrative Secretaries to Government of the Punjab
2. The Secretary to Governor of the Punjab
3. The Secretary to Chief Minister, Punjab
4. The Military Secretary to Governor of the Punjab
5. All Commissioners in the Punjab
6. All Deputy Commissioners in the Punjab
7. All Heads of Attached Departments, Government of the Punjab
8. The Registrar, Lahore High Court, Lahore
9. The Registrar, Punjab Service Tribunal, Lahore
10. All District and Sessions Judges in the Punjab
11. The Secretary, Punjab Public Service Commission, Lahore
12. The Secretary, Punjab Provincial Assembly, Lahore
13. The Director General, Audit & Accounts (Works), Lahore
14. The Provincial Director, Local Fund Audit, Punjab, Lahore
15. The Chief Pilot, VIP Flight, Lahore
16. The Incharge, Public Policy & Change Management Wing, SGA&D
17. The Chief Inspector of Treasuries & Accounts, Punjab, Lahore

**SUBJECT: CLARIFICATIONS REGARNG REVISED RATES OF DAILY ALLOWANCE ON OFFICIAL DUTY WITHIN THE COUNTRY AS PER AMENDED PUNJAB TRAVELLING ALLOWANCE RULES**

I am directed to refer to this department's Notification bearing No.FD.SR-1/8-14/2016 dated 29<sup>th</sup> June 2017 on the subject cited above and to make following clarifications vis-à-vis queries raised by different quarters from time to time:

Sr. No.	QUERIES	CLARIFICATIONS
1.	Whether a civil servant in BS-20 and above, who stays in a hotel, guest house, inspection bungalow or a residential club, is entitled to a Special Daily Allowance, where applicable, plus 05 special dailies, for every night, or he/she is entitled to only 5 dailies, including the above referred Daily Allowance, where residential accommodation receipts are submitted?	A civil servant in BS-20 and above is entitled to a Special Daily Allowance, where applicable, plus <b>up to five</b> times the amount of Special Daily Allowance as <u>reimbursement of room-rent</u> for staying in a single room, for every night, in a hotel, guest house, inspection bungalow or a residential club, in connection with performance of official duties, subject to production of receipts / voucher(s), under the provision of Rule 2.37 (ii) and (ii) (a) of the Punjab


		Travelling Allowance Rules, read with Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
2.	Whether a civil servant in BS-20 and above is entitled to a Special Daily Allowance, where applicable, plus 02 special dailies, or only 02 special dailies, on staying out of station, for every night, in connection with performance of official duties where residential accommodation receipts are not submitted?	A civil servant in BS-20 and above is entitled to a Special Daily Allowance, where applicable plus 02 Special Dailies for staying out of station, for every night, in connection with performance of official duties, when residential accommodation receipts / vouchers are not submitted under the provision of Rule 2.37 (ii) (a) and note 4 of the Rule 2.37 of the Punjab Travelling Allowance, inserted vide Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
3.	Whether a civil servant in BS-20 and above, who stays in a hotel, guest house, inspection bungalow or a residential club, is entitled to an ordinary Daily Allowance, where applicable, plus 2.5 ordinary dailies, or he/she is entitled to only 5 dailies including the above referred ordinary Daily Allowance?	A civil servant in BS-20 and above is entitled to an ordinary Daily allowance, where applicable, plus up to two and a half times of the amount of Ordinary Daily Allowance as reimbursement of room-rent for staying in a single room, for every night, in a hotel, guest house, inspection bungalow or a residential club, in connection with performance of official duties, subject to production of receipts / voucher(s), under the provision of Rule 2.37 (ii) and (ii) (b) of the Punjab Travelling Allowance Rules, read with Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
4.	Whether a civil servant in BS-20 and above, who stays out of station, in connection with performance of duty, when residential accommodation receipts / vouchers are not submitted is entitled to an ordinary Daily Allowance plus 02 ordinary dailies or he/she is entitled to only 02 dailies including the above referred ordinary Daily Allowance?	A civil servant in BS-20 and above is entitled to an ordinary Daily allowance, where applicable, plus 02 ordinary dailies for staying out of station, in connection with performance of duty, when residential accommodation receipts / vouchers are not submitted under the provision of Rule 2.37 (ii) and note 4 of the Rule 2.37 of the Punjab Travelling Allowance, inserted vide Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
5.	Whether a civil servant in BS-1 to BS - 19, who stays in a hotel, government rest house, guest house, lodge inspection bungalow or a residential club, is	A government servant in BS - 1 to BS - 19 is entitled to a Special Daily allowance, where applicable, plus up to five times the amount of Special Daily Allowance as reimbursement

	entitled to a Special Daily Allowance, where applicable, plus 05 special dailies, for every night, or he/she is entitled to only 5 dailies including the above referred Daily Allowance?	of room-rent, for staying in a single room, for every night, in a Government rest house, guest house, lodge or a residential club (and a hotel at Divisional Headquarters only, except Sahiwal), in connection with performance of official duties, subject to production of receipts / voucher(s), under the provision of Rule 2.37 (ii) (a) and 2.37 (iii) of the Punjab Travelling Allowance Rules, read with Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
6.	Whether a civil servant in BS-1 to BS-19 is entitled to a Special Daily Allowance plus 02 special dailies, or only 02 special dailies, on staying out of station, for every night, in connection with performance of official duties where residential accommodation receipts are not submitted?	A civil servant in BS-1 to BS-19 is <i>entitled to a Special Daily Allowance, up to five times the amount of Special Daily Allowance as reimbursement of room-rent plus 02 Special Dailies for staying out of station</i> , for every night, in connection with performance of official duties, when residential accommodation receipts / vouchers are not submitted under the provision of Rule 2.37 (ii) and (iii) and note 4 of the Rule 2.37 of the Punjab Travelling Allowance, inserted vide Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
7.	Whether a civil servant in BS-1 to BS-19, who stays in a hotel, guest house, inspection bungalow or a residential club, is entitled to an Ordinary Daily Allowance, where applicable, plus 2.5 ordinary dailies, or he/she is entitled to only 5 dailies including the above referred ordinary Daily Allowance?	A civil servant in BS-1 to BS-19 is entitled to an Ordinary Daily allowance, plus up to two and a half times the amount of Ordinary Daily Allowance as reimbursement of room-rent, for staying in a single room, for every night, in a Government rest house, guest house, lodge or a residential club (and a hotel at Divisional Headquarters only, except Sahiwal), in connection with performance of official duties, subject to production of receipts / voucher(s), under the provision of Rule 2.37 (ii) (b) of the Punjab Travelling Allowance Rules, read with Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
8.	Whether a civil servant in BS-1 to BS 19 who stays out of station, in connection with performance of duty, when residential accommodation receipts / vouchers are not	A government servant in BS-1 to BS-19 is entitled to an Ordinary Daily allowance, where applicable, plus 02 ordinary dailies for staying out of station, in connection with performance of duty, when



	submitted is entitled to an Ordinary Daily Allowance, where applicable, plus 02 ordinary dailies or he/she is entitled to only 02 dailies including the above referred ordinary Daily Allowance,?	residential accommodation receipts / vouchers are not submitted under the provision of Rule 2.37 (iii) read with Rule 2.37 (ii) and (ii) (b) and note 4 of the Rule 2.37 of the Punjab Travelling Allowance, inserted vide Finance Department's Notification no. FD.SR-1/8-14/2016, dated 29.06.2017.
9.	Whether the civil servants who have been allowed fixed Daily Allowance, against a particular number of days, for performance of official duty in a calendar month are entitled to claim TA / DA in addition to the fixed dailies or otherwise.	The civil servants who have been allowed fixed Daily Allowance (permanent travelling allowance) for a particular number of days, e.g. 20, 18, 16, 15, 10 etc. to cover the cost of all journeys within the sphere of duty, cannot draw any other traveling allowance in addition to the permanent traveling allowance for any such journey. If, however, such a civil servant travels outside the sphere of his duty, he may draw ordinary / special traveling allowance for such journeys in addition to permanent traveling allowance, under the provision of Rule 2.12 of the Punjab TA Rules.
10.	Whether revised rates of Daily allowance, notified / circulated by this Department, from time to time, are applicable to the fixed dailies as referred to in serial no. 9 above or otherwise?	Rates of fixed dailies are allowed, through very specific notifications / orders, to the particular categories of officials / officers, e.g. personnel of Specialized Healthcare and Medical Education Department, Primary & Secondary Healthcare Department, Cooperatives Department, Irrigation Department, Livestock & Dairy Development Department, Home Department, Forestry, Wildlife & Fisheries Department, Excise, Taxation & Narcotics Control Department, Housing & Urban Development Department, Punjab Police, Board of Revenue, Border Military Police (DG Khan and Rajan Pur) Baloch Levies, DG Khan, etc. As such, the general notifications / orders in this behalf are not applicable to the ones drawing fixed daily allowance.
11.	Whether the contract employees are entitled to claim the daily allowance as per above discussed scenarios or not?	A Contractual Employee may claim a Daily Allowance on the analogy of a Daily Allowance claimed by a civil servant in all above scenarios.

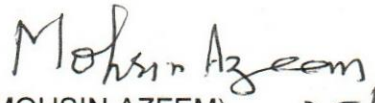
2. I am accordingly directed to request you observe the aforementioned clarifications in letter and spirit while dealing with the cases of TA/DA of the concerned Govt. Servants in the Province of Punjab.

  
(M. NAWAZ KHALID ARBI) 25/4/18  
ADDL: FINANCE SECRETARY (REG.)

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary action to:-

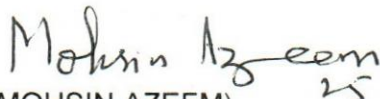
1. The Accountant General Punjab, Lahore.
2. All District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The System Analyst is requested to upload this letter on the website of Finance Department, Government of the Punjab
5. The Superintendent, Government Printing Press, Punjab, Lahore for publication in the official Gazette

  
(MOHSIN AZEEM) 25/4/2018  
SECTION OFFICER (SR-I)

**NO. & DATE EVEN:**

A copy is forwarded for information to:-

1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of Khyber Pukhtunkhwa, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
4. Finance Secretary, Government of State Jammu & Kashmir, Muzaffarabad.
5. Finance Secretary, Government of Gilgit Baltistan, Gilgit.

  
(MOHSIN AZEEM) 25/4/2018  
SECTION OFFICER (SR-I)

