

Memo No. SHFWS/ ESTD-342/2012/ 1239

Date: 21/06.2012.

## ORDER

The State Samity has to settle Travelling Allowances claims to the programme functionaries & other officials but absence of any regulations/orders in this regard often comes in the way of the desired standard of programme implementation. The individual Disease Control Programmes has separate rules for TA management based on the Central Govt TA Rules. The State Samity however needs a TA Rule to apply uniformly in respect of all the programmes run by it.

In order to run the programme smoothly, and after due consideration of all relevant aspects of the issue, the following TA entitlements has been approved and will come into effect from the date of issue of the order and this will remain valid till further order in this respect.

Entitlement of Travelling Allowances and Daily Allowance of officials attached to West Bengal State Health and Family Welfare Samiti either on re-employment or on deputation or opn contractual engagement or as Consultant will be as per shceme noted hereunder:

### **Classification of Employees :**

<b>Category I</b>	State Govt./Retired State Govt Officer attached with Samiti on deputation or on contract whose grade pay is Rs 8700/-and more
<b>Category II</b>	State Govt./Retired State Govt. Officer attached with Samiti on deputation or on contract whose grade pay is Rs 5400 and less than Rs 8700/- For Contractual staff/Consultant drawing remuneration under Group I and II under Annexure-II to No SHFWS/ESTD-552/2011/544 dt 22-12-11.
<b>Category III</b>	State Govt/ Retired State Govt. Officer attached with Samiti on deputation or on contract whose grade is Rs 3200 and less than 5400/-and full time contractual staff /Consultant receiving monthly remuneration under Group III , IV and V under Annexure-II to No SHFWS/ESTD-552/2011/544 dt 22-12-11.
<b>Category VI</b>	Remaining all others except those listed in Category-I to III above.

Sl. No.	Nature of Journey	Entitlement for mode of Journey			
		Category I	Category II	Category III	Category IV
1.	For travel (outside state)	By air.	By air, if distance by shortest route is more than 500 km., else by 2nd AC Rail	By air, if distance by shortest route is more than 500 km., else by 2nd AC Rail	Rail: 3 <sup>rd</sup> AC or AC Chair Car
2.	For travel within state	By air, if distance by shortest route is more than 500 km., else by 2 <sup>nd</sup> AC Rail, By Office Vehicle or Taxi. [For North Bengal Dists By air/ AC 1st Class in Train]	By 2 <sup>nd</sup> AC Rail, Office Vehicle or non-AC Taxi <b>For North Bengal Dists</b> By air/ AC 1st Class in Train	2 <sup>nd</sup> AC Rail/AC Bus/ Office Vehicle <b>For North Bengal Dists</b> By air with the permission of Mission Director/Executive Director	Sleeper Class by Train/non-AC Bus.

When the incumbent stays in a Govt. Guest House or make his own arrangement for stay, the entitlement will be regulated in terms of Col 'A' below.

When the incumbent stays in a Hotel, he will get 75% of the entitlement in Col 'A' below. In addition, he will get the actual Hotel Charges, on production of Receipt, upto the limit mentioned in Col 'B'.

When Lodging only is officially provided to incumbent, he will get 75% of the entitlement listed in Col 'A' below.

When both Board & Lodging is officially provided to incumbent, he will get 25% of the entitlement listed in Col 'A' below.

Category	A. Entitlement of Daily Allowance					B. Upper Limit for Hotel charges				
	Within District	Outside District except Kolkata, Salt Lake & Darjeeling	Outside District at Kolkata, Salt Lake & Darjeeling	Outside State in Delhi	Outside State other than Delhi	Within District	Outside District except Kolkata, Salt Lake & Darjeeling	Outside District at Kolkata, Salt Lake & Darjeeling	Outside State in Delhi	Outside State other than Delhi
	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
Category I	200	400	450	500	450	Nil	2000	2500	3000	2500
Category II	150	350	400	450	400	Nil	1500	2000	2500	2000
Category III	150	250	300	350	300	Nil	800	1000	1500	1000
Category VI	100	200	225	300	225	Nil	500	600	1000	600

Sl. No.	Mileage allowance for journey by Road	Entitled group
1.	Actual fare by any type of public Bus including Air-conditioned Bus, Or Rs.12/- per km. for journey by hired taxi /Own car, or Rs 6/- per km. for journey by hired auto-rickshaw/own Scooter.	Category No I, II and III [Subject to reimbursement of taxi charges upto 50 kms within the city at tour point]
2.	Actual fare by any type of public Bus excluding Air-Conditioned Bus, or Rs. 6/- per km. for journey by hired auto-rickshaw. or Rs 2/-per km for journey by own bi-cycle, or Rs 1/- per km for journey on foot	Category No VI

**Notes:**

1. Air travel, where admissible, should be undertaken in economy class only, utilizing lowest available fares on any airline, by the shortest direct route.
2. Office vehicle or taxi, if admissible, should generally be used only where it is more economical or where direct train connection is not available. Taxi or office vehicle should generally not be used for distances greater than 300kms.
3. Travel for official purposes using own vehicle is permissible.
4. For official journey on tour from residence or office to Railway Station/Air Port and vice versa, actual taxi hire charges may be reimbursed to the officers belonging to the category II
5. Daily Allowance at rates listed in Col 'A' above will be admissible for journeys beyond 8 Km from Headquarters as follows
  - A) Mid-night to mid-night any 12 hours- Full
  - B) Mid-night to mid-night any six hours 70% of Full
  - C) For tour within 8km no daily allowance is admissible. Only actual expenses will be reimbursed.

This order is applicable to all Officers and employees of West Bengal State Health Family Welfare Samiti, District Health & Family Welfare Samiti, and Block Health Family Welfare Samiti, Govt Officers and Govt employees attached with the programs .

Govt official not directly attached with the programme but who perform tour in connection with programme may also avail the above mentioned TA / DA entitlement subject to condition that they will not claim any TA/DA from State Govt.

Executive Director West Bengal Health & Family Welfare Samiti will be the clarifying authority

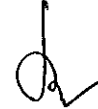
This order is issued with the concurrence of the Secretary of the Health & Family Welfare Department and State Mission Director.



**Executive Director**  
WB SH FW Samiti

Copy forwarded for information and necessary action to:-

1. Senior P.A to Principal Secretary Health and Family Welfare Department
2. Senior P. A to Secretary Health and Family Welfare Department and Mission Director N.R.H.M
3. Jt. Secretary and Addl. Mission Director, N.R.H.M
4. Financial Advisor West Bengal State Health & Family Welfare Samiti.
5. Addl. Director of Health Services, West Bengal and State Family Welfare Officer.
6. Addl. Director of Health Services, West Bengal and State Tubercular Officer West Bengal.
7. Jt. Director of Health Services, (PH & CD) West Bengal.
8. Jt. Director of Health Services, (NELP) West Bengal.
9. Deputy Director of Health Services, (NVBDCP) West Bengal.
- 10 Assistant Director of Health Services, (NPCP) West Bengal.
- 11 Assistant Director of Health Services, (NCD) West Bengal.
- 12 . Chief Medical Officer of Health \_\_\_\_\_ and Secretary District Health and Family Welfare Samiti.
- 13 Block Medical Officer of Health \_\_\_\_\_ Secretary Block Health and Family Welfare Samiti.



**Executive Director**  
WB SH FW Samiti