

FILE NO. 1-02/2011-PAP
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS AND I.T.
DEPARTMENT OF POSTS
(ESTABLISHMENT DIVISION)
DAK BHAWAN, SANSAD MARG, NEW DELHI-110016.

THE: 17TH JANUARY, 2012.

TO

ALL THE HEADS OF CIRCLES.
ALL HEADS OF CIRCLE POSTAL ACCOUNTS OFFICES.
ALL HEADS OF POSTAL STAFF COLLEGE OF INDIA & PTCs.

Subject: Applicability of various kinds of Travelling Allowances in the case of System Administrators, Marketing Executives, PRIs (P), Officials visiting for clearance of cheques, etc. -reg.

Sir/Madam,

It has been brought to the notice of this Directorate by Staff Side that the instructions issued vide this Department letter No. 17-DI/2011-PAP, dated 23rd June, 2011, on the subject cited above, are not being followed in right perspective. The said instructions regarding (i) application of Road Mileage Allowance to Systems Administrators, (ii) grant of fixed Conveyance Allowance to Marketing Executive, (iii) bring the PRIs(P) under TA Rules for the journeys beyond 16 KMs. and (iv) payment of fixed conveyance allowance to the Officials entrusted with cheque clearance work, are reiterated herebelow for information of all concerned and strict compliance.

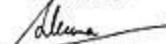
2.0 It is reiterated that the Supplementary Rules and the Government Orders thereunder, pertaining to the grant of fixed conveyance allowance, payment of Road mileage and payment of Travelling allowance to various categories of staff, "including System Administrators, Marketing Executives and PRIs(P), working in this Department", for their travels within and beyond 16 KMs., are not only clear and distinct but also their implementation is well within the powers of the Heads of Departments/Heads of Circles in case of Postal Circles).

2.1 It is, therefore, clarified that the possibilities of payment of Road Mileage Allowance to Systems Administrators, payment of fixed conveyance allowance to the Marketing Executives may be examined under appropriate rules (i.e. rules 42 to 75, 45 or 46 as the case may be) and Government orders thereunder and decided at Circle level itself. Normal TA/DA for the journeys beyond 16 KMs. from their normal place/ headquarters of duty, may be granted to the PRIs (P), System Administrators and Marketing Executives, as per the existing provisions available under the Fundamental Rules & Supplementary Rules(Part-II : TA Rules) and Government's orders thereunder.

2.2 In case the Marketing Executives and System Administrators are also required to travel extensively within 16 KMs. as in the case of PRIs (P), their cases may also be examined by maintenance of log books for three months with reference to the "GID(I) below SR-25 prescribing the slabs of distances and corresponding monthly rates of conveyance allowance" and decided swiftly in order to allow the justified allowances to the employees concerned without delay

3.0 **The issue of payment of "fixed conveyance allowance" to the Postal Assistants** assigned the duties of going to Clearing Houses, etc. in connection with clearance of cheques, has also been raised. It is clarified that no such fixed conveyance allowance, like PRIs (P) could be considered for such Postal Assistants as their job cannot be equated with the former. It is therefore, made clear that such officials may be reimbursed actual expenses incurred by them for such visits according to their entitlements or prescribed per Kilo Meter rate of road mileage may be granted in case of their journeys carried out through their own scooters/motorcycles as the case may be, with reference to the applicable rules and instructions.


Yours faithfully,



(SURENDER KUMAR)
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COPY for information TO:-

1. All Members of Postal Service Board / JS & FA (Posts).
2. The GSM, Business Development Directorate / Chief General Manager, PU Directorate New Delhi-1.
3. Dy. Director General (PAF), Postal Directorate.
4. General Secretaries of the recognized service unions/Federations.
5. Director PTC, Mysore, for disseminating/placing on this Department's Web Site.



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