Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)–173230, Himachal Pradesh
Office of the Comptroller, Planning & Budget Branch
☎ **01792-252336, FAX-01792-252336, E-mail: comptroller@uhf.ac.in**

No.UHF/Bud/2-58/TA/DA/1998/- 9375-9416 **Dated : Nauni the:** 12-11-2026

NOTIFICATION

The Hon'ble Vice-Chancellor, Dr. Yashwant Singh Parmar, University of Horticulture and Forestry, Nauni (Solan) is pleased to adopt the Office Memorandum No. Fin(C)B(7)-1/2026 dated 06.08.2026 issued by the Principal Secretary (Finance), Government of Himachal Pradesh, Shimla regarding the admissibility of Travelling Allowance (TA) and Daily Allowance (DA) to State Government employees while on official tour/training outside the State, as well as the admissibility of Composite Transfer Grant (CTG) in cases of transfer to/from places outside the State on the pattern of Government of India.

The entitlements shall be regulated on the basis of Government of India Pay Levels/Ranges in terms of Government of India Office Memorandum No. 19030/1/2017-E.IV dated 13.07.2017, read with the letter of even number dated 10.07.2017, along with the annexure appended thereto as adopted by the State Government vide the aforesaid Office Memorandum, subject to the same terms, conditions, restrictions and amendments as may be applicable under the said Government instructions from time to time.

All other provisions of the existing TA/DA rules and instructions of the University, which are not inconsistent with the aforesaid instructions, shall remain unchanged.

Comptroller

Endst. No. Even. **Dated: Nauni, the:** 12-11-2026

Copy is forwarded for information and necessary action to: -

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, COH&F, Neri, Distt. Hamirpur (HP).
3. The Dean, COH&F at Gohar (Gudhari), District Mandi (HP).
4. All the Head of the Departments/Offices UHF, Nauni, Solan (HP).
5. All the Associate Directors (R&E)/Incharges Outstations including KVKs (HP).
6. The Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Joint Controller (Audit), UHF, Nauni (Solan).
8. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
9. The Section Officer, Pay Cell/Accounts/IIW, UHF, Nauni, Solan (HP).
10. Guard File.

Comptroller

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Engineer-in-Chief
Diary No. 38638-42
Dated 22-8-26
Jal Shakti Vibhag, Tutikandi, Sr...

No. Fin(C)B(7)-1/2026
Government of Himachal Pradesh
Finance (Regulations) Department
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Dated, Shimla-171002, the 6th August, 2026.

OFFICE MEMORANDUM

Subject: Regarding admissibility of Travelling Allowance and Daily Allowance to the employees of the State Government while on official tour/training outside the State and Composite Transfer Grant in transfer cases to/from outside the State on the pattern of Government of India.

The matter regarding admissibility of Travelling Allowance, Daily Allowance and Composite Transfer Grant to the employees of the State Government while on official tour/training outside the State and in cases of transfer to/from outside the State on the pattern of Government of India, has been under consideration for some time past.

After careful consideration of the matter, it has been decided that, in partial modification of this Department's Office Memorandum No.Fin(C)B(7)14/98 dated 8th December, 1998 and subsequent OM No. Fin(C)B(7)1/2009 dated 20th April, 2012, the provisions contained in Government of India, Ministry of Finance, Department of Expenditure Office Memorandum No. 19030/1/2017-E.IV dated 13th July, 2017, as amended from time to time, shall, mutatis mutandis, be applicable to the employees of the Government of Himachal Pradesh in the cases as mentioned above.

The corresponding mapping of the Himachal Pradesh State Pay Levels/Range with the Government of India Pay Levels/Range and terms for regulating entitlement under the aforesaid Government of India Office Memorandum shall be as per Annexure.

Save as otherwise provided herein, all other provisions of Office Memorandum No. Fin(C)B(7)14/98 dated 8th December, 1998 and Office Memorandum No. Fin(C)B(7)1/2009 dated 20th April, 2012 shall apply. This Office Memorandum shall come into force with immediate effect.

By order

Principal Secretary (Finance) to the Government of Himachal Pradesh

GA-IV
22/08/2026

Subodh (ES-I)
887
21.8.26

Endst. No. Fin.(C)A(3)-13/2016, dated Shimla-2, the 6th August, 2026.
Copy forwarded to:

1. All Administrative Secretaries to the Government of H.P.
2. The Resident Commissioner, Himachal Bhawan Sikandra Road, New Delhi.
3. All Heads of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in Himachal Pradesh.
5. The Registrar General, H.P. High Court Shimla-171001.
6. The Principal Accountant General, Himachal Pradesh, Shimla-3.
7. The Accountant General (A&E), Himachal Pradesh, Shimla-3.
8. All Deputy Commissioners in Himachal Pradesh.
9. All District & Sessions Judges in Himachal Pradesh.
10. The Deputy Commissioner, Relief and Rehabilitation, Bias Dam Project, Raja ka Talab at Talwara, District Kangra, Himachal Pradesh.
11. The Secretary to the Governor, H.P. Shimla-171002.
12. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
13. The Secretary, Lokayukta, Pine Grove Building, Shimla-171002.
14. The Secretary, H.P. Public Service Commission, Shimla-171002.
15. The Secretary, H.P. Electricity Regulatory Commission, Shimla.
16. Guard File.

(Saurabh Jassal)
Special Secretary (Finance) to the
Government of Himachal Pradesh

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Annexure

The corresponding mapping of the Himachal Pradesh State Pay Levels/Range HPCS (Revised Pay) Rules, 2022 with the Government of India Pay Levels/Range for regulating entitlement under the Office Memorandum.

Pay Levels/Range under Government India O.M. dated 13.07.2017	Corresponding Himachal Pradesh Government Pay Levels/Range
Level-3 and below	Level-6 and below
Level-4	Level-7 and Level 8
Level-5	Level-9 and Level-10
Level-6 to Level-8	Level-11 to Level-20
Level-9 to Level-11	Level-21 to Level-28
Level-12 and Level-13	Level-29 to Level-31

Terms:

1. The corresponding mapping specified in this Annexure has been prescribed exclusively for the limited purpose of regulating the admissibility of Travelling Allowance, Daily Allowance and Composite Transfer Grant under the ambit & scope of this Office Memorandum and shall apply solely for that purpose.
2. The corresponding mapping is intended only as a functional reference for the aforesaid purpose and shall not be construed as establishing any statutory, mathematical, financial or pay equivalence between the Himachal Pradesh Pay Levels and the Government of India Pay Levels.
3. Nothing contained in this Annexure shall be construed as establishing or conferring parity of pay, pay level, pay scale, status, seniority, promotional avenues, service conditions or any other right or entitlement, nor shall it be relied upon for the interpretation or application of any law, statutory rule, executive instruction or policy other than this Office Memorandum.
4. All such employees/officials whose pay levels are governed by the Pay Levels of the Government of India shall continue to be regulated in accordance with the applicable Government of India provisions, and nothing contained in this Annexure shall be construed as modifying or superseding such provisions.
5. Provided further that, unless an employee/official opts otherwise, the provisions of this Office Memorandum shall apply by default to all visits covered hereunder. However, an employee/official who wishes

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to claim Travelling Allowance and Daily Allowance in accordance with the existing rules, orders and instructions of the Government of Himachal Pradesh in force as on the date of issuance of this Office Memorandum may do so by exercising such option in writing. The option so exercised shall be final and irrevocable.

6. The economy measure instructions relating to Air Travel shall continue to be in force with the stipulation that in Annexure to the OM dated 13.07.2017, the entitlement prescribed against para 2 A(i)1st column, in row 1 shall be "15 and above" and in row 2 it shall be as "12, 13 and 14". Similarly, against para 2B, entitlement prescribed in Column 1, row 2 shall be as "15 and 16" and in row 3 as "14 and below". The economy measure instructions for the purpose of these entitlements shall be deemed to have been modified to this extent, rest will be applicable as it is.

7. Any doubt regarding the interpretation or applicability of this Annexure shall be referred to the Finance Department, whose decision shall be final.

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No.19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

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New Delhi, the 13th July 2017

OFFICE MEMORANDUM

Subject: **Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims submitted in respect of journey made on or after 1st July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7 These orders shall take effect from 01st July, 2017

8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.

9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

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ANNEXURE

Annexure to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 10th July 2017.

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

2. **Entitlements for Journeys on Tour or Training**

A.(i) **Travel Entitlements within the Country**

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2nd Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3rd Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

(a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.

(b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

(c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government .

(d) In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. **International Travel Entitlement :**

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

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C. **Entitlement for journeys by Sea or by River Steamer**

(i) **For places other than A&N Group of Islands and Lakshadweep Group of Island :-**

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) **For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-**

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) **At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:**

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw , own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent

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E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 persent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self- certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

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(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) Travel Entitlements :

(a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.

(b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998 , shall continue to be applicable.

(ii) Composite Transfer and Packing Grant (CTG) :

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.

(b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

(c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

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Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4 **T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement , settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** :- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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