

VIII. SPECIAL CONDITIONS OF GRANT OF ADVANCES IN CONNECTION WITH TOURS

Rule 48. Powers of Sanction.-(I) A Head of Office may sanction to a permanent or temporary Government servant under his administrative control, who is required to proceed on tour including a prolonged tour in the interior to places which are difficult of access, an advance to cover his personal travelling expenses for a period not exceeding thirty days as well as his expenses on contingent charges arising out of the tour.

Rule 48. (2) Advances under this rule to Heads of Offices, who are not their own Controlling Officers, may be sanctioned by the respective Controlling Officers.

Rule 48. (3) An officer who is declared to be his own Controlling Officer for the purposes of travelling allowance may sanction the grant of an advance under this rule to himself.

EXPLANATION.-In this rule (i), "Personal travelling expenses" mean steamer, rail or air fares, incidental charges, road mileage and daily allowance for a period not exceeding thirty days in cases falling under this rule and for a period not exceeding six weeks in cases falling under Rule 49; and (ii) "Contingent charges" mean expenses on hire of conveyances or animals for the carriage of records, tents or other Government property.

GOVERNMENT OF INDIA'S DECISIONS

(1) **Gazetted Officer subordinate to the Head of Office may also be authorized.**-A Gazetted Officer, subordinate to the Head of Office, may also be specifically authorized by the Head of the Office to sanction to Government servants under his control advances for meeting travelling expenses and contingent charges for tours. Advances to the officer so nominated should, however, be sanctioned by the Head of Office himself who will also remain responsible for the correctness, propriety and regularity of the payments authorized by the nominated Gazetted Officer.

[G.I., M.F., File No. F. 23 (1)-E.II (A)/76.]

(2) **Payment of advance for production of official documents or to give evidence in civil cases.**-An advance under this section may be sanctioned by the authorities, mentioned in Rule 48 above, to Central Government servants who are summoned by the Courts of Law to produce official documents or to give evidence on facts coming to their knowledge in the discharge of their official duties in Civil cases to which Government is not a party, in connection with the journeys performed by them in response to such summons. The advance so paid will be debited to the Head of Account to which pay and allowances of the Government servant concerned are debitable and adjusted from the T.A. claim of the Government servant which will be admissible as for journeys on tour. The recoveries of the amount should be accounted for in accordance with the provisions of Article 74 of the Account Code, Vol. I.

The amount of travelling allowance so paid will be got reimbursed from the Courts concerned, in full in the case of the Courts other than those in West Bengal and to the extent admissible at the Courts' rates in the case of Courts in West Bengal. It shall be the duty of the Controlling Officers to see that the amounts due are recovered from the Courts.

(3) Grant of advance of Travelling Allowance while under suspension.-A Government servant under suspension may be granted an advance of travelling allowance to cover his personal travelling expenses and for daily allowance for the period of journey from his headquarter to place of inquiry and back for one day of inquiry or otherwise, if the period of inquiry intimated to the Government servant as admissible under the rules. In case the inquiry is extended, the daily allowance for that period is to be claimed by the concerned Government servant along with the adjustment bill for the advance drawn by him.

[G.I., M.F., O.M. No. F. 17 (2)-E. II (A)/85, dated the 28th August, 1985.]

Rule 49. Head of Office may sanction to a Government servant under his administrative control who is required to proceed on tour in the interior to places which are difficult of access an advance to cover contingent charges and personal travelling expenses for a period not exceeding six weeks.

GOVERNMENT OF INDIA'S DECISION

Special provisions.-Advances under Rules 48 and 49 may be sanctioned in connection with prolonged tours in cases like those of officers of the Forest Research Institute and Colleges, Dehra Dun, and officers joining survey parties visiting the Himalayas or the Andaman and Nicobar Islands. G.I, M.F., O.M. No. F. 16-A (4)-E.II (A)/59, dated the 17th April. 1959.]

Rule 50. Conditions of Eligibility for Second Advance.-A second advance cannot be made to a Government servant under this section until an account has been given of the first.

A Government servant who has taken an advance under this rule for any particular journey may not take payment on travelling allowance or other bills drawn in respect of the same journey while the advance or any portion of it still remains unadjusted.

GOVERNMENT OF INDIA'S DECISION

(1) Second advance may be sanctioned to undertake the journey soon after the completion of earlier one.-In cases where a Government servant is required to proceed on tour frequently at short notice and under emergent circumstances, necessitating the undertaking of a journey soon after completion of earlier one, thus leaving little time for he official to prefer his T.A. bill, a second T.A. advance may be sanctioned by the competent authority subject to the following conditions being fulfilled:

(i) The second journey is required to be undertaken soon after the first one, i.e., within a week after completion of the first tour.

(ii) The bills for the advances drawn should be submitted latest within a week after completion of the second journey.

(iii) In any case, not more than two advances should be allowed to remain outstanding at a time. [G.I.,M.F.,O.M. No. F. 17 (4)-E. II(A)/75. dated the 24th February, 1976.]

Rule 51. Adjustment of Advance.-The amount of advance granted under this section shall be adjusted within 15 days from the completion of tour or the date on which the Government servant resumes duty after completion of tour.