

रक्षा मंत्रालय
MINISTRY OF DEFENCE
संयुक्त सचिव एवं मुप्रअ का कार्यालय
Office of the JS & CAO

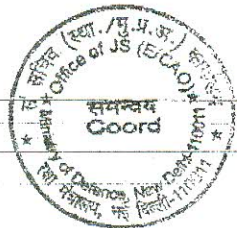
**PAYMENT OF TRAVELLING ALLOWANCE TO THE OFFICIALS
DEPLOYED FOR LOK SABHA ELECTION-2019 HELD ON
12 MAY 2019 - REG**

1. As per Govt. of India, Ministry of Defence/D(Est.I/Gp.II) Office Memorandum No.A-43014/1/2018-D(Est.I/Gp.II) dated 15 Jun 2019 officials who were deployed for Election Duty in connection with Election to the Lok Sabha Election-2019 held on 12 May 2019 are entitled for reimbursement of expenses incurred by them under the TA Rules for hiring conveyance, if no conveyance facility was provided to them.
2. The officials deployed for the Election related duties may furnish their claim in the prescribed proforma and forward the same to the concerned administrative section **in duplicate** latest by **20 Aug 2019** alongwith appointment orders and other supporting documents issued by concerned election authorities.
3. The AOs of concerned administrative section will verify and countersign the TA claim of the officials. **The TA claims for the long duration duties however be verified by the concerned RO/ARO or the officer deputed for the purpose.**
4. The entitlement of conveyance is as given below:

Level	Entitlement *	Rate	
		Initial Charges	Per Km
Level-6 & above	Taxi	₹ 25 for first Km	₹ 14.00
Below Level-6	Auto Rickshaw	₹ 25 for first 2 Kms	₹ 08.00

* In case of journey by bus, actual fare is to be claimed.


The reimbursement shall, however, be restricted to the concerned officials as per Rule 114 of TR 1991 i.e actual distance travelled or the distance between the point (office) and temporary duty point (place of training/election), whichever is less.



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5. All Coord Sections are requested to widely circulate the above instructions to all sections under their control for information of the employees concerned.




(तरुण कुमार सिंह)
(Tarun Kumar Singh)
उप निदेशक, मुप्रअ (समन्वय)
Dy Dir, CAO (Coord)

Encls: As above

All Coord Sections of IHQ of MoD (Army)
All Coord Sections of ISOs
IHQ of MoD (Navy)/DoA (Civ)
IHQ of MoD (Air)/PC Coord
All Sections in CAO's Office

MoD,O/o JS(Trg) & CAO, ID No. A/00119/CAO/Coord dated 26 Jun 2017

CONVOYANCE ALLOWANCE SHEET

Name : _____ Designation : _____ Employment ID No. : _____

Mobile No. : _____ Grade Pay/Level : _____

Present Office with full address & Tel No. _____

Residential Address : _____
(with PIN Code No.)

(J O U R N E Y D E T A I L S)

Date	Journey Commenced		Journey Concluded		JOURNEY		Mode of Travel	Actual Distance (in Km)	Amount Claimed (in Rs.)	Purpose*
	Day(Mon-Sun)	Time	Date	Time	From	To				
Total :										

• Training/Polling/ Reception duty etc

Received Payment

(Signature of the Claimant)
(Affix Revenue Stamp if Claim exceeds ₹ 5,000/-)

