

## **Transport Allowance on Leave, Training, Tour and Suspension**

*Admissibility of Transport Allowance during the following Circumstances: -*

**During Leave:** The allowance will not be admissible for the calendar month(s) wholly covered by leave.

**During deputation abroad:** The allowance will not be admissible during the period of deputation abroad.

**During Tour:** If an employee is absent from the Headquarters /Place of Posting for full calendar month/months due to tour, he/she will not be entitled to Transport Allowance During that/those calendar month/months. However, if the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.

**During training treated as duty:** The allowance may be granted during such training, if no Transport Facility/ Traveling Allowance /Daily Allowance is provided for attending the training institute. During Official tour in him training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport will be admissible when the period of such training covers the whole calendar month.

**During inspections /survey duty** by Members of Special Parties within the city but exceeding 8 kms. From the Headquarters or during continuous field duty either in or outside the Headquarters: Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspections /survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance during that calendar month.

**To vacation staff:** Vacation staff is entitled to Transport Allowance provided no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of Leave, cover the whole calendar month(s).

**During Suspension:** As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold well even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.