

PRASAR BHARATI
(India's Public Service Broadcaster)
PRASAR BHARATI SECRETARIAT
Copernicus Marg, New Delhi- 110001

No. . D-13023/15/2019-20/GA-I/Part file

Dated: 06.05.2020

OFFICE MEMORANDUM

Subject : Admissibility of Transport Allowance during lockdown period- Reg.

This has reference to Prasar Bharati Secretariat Office Memorandum of even number dated 19.4.2020.

2. It is mentioned that vide para 2 of above OM, all officers & Staff were advised to use their personal transport and take all precaution advised by M/o Health & Family Welfare from time to time. However, it has been gathered that due to unavoidable circumstances, official transport was provided by various establishments to many non-entitled employees. Also, a large number of employees did not attend office/ working from home during the lockdown period. Enquiries have been received regarding applicability of transport allowance in aforesaid cases.

3. In this connection, it is advised to follow the guidelines issued by M/o Finance, Depart of expenditure issued vide file no. 21.5.2017-E-II(B) dated 7.7.2017 (Copy enclosed) for entitlement of transport allowance to the Central Govt. officials & Non-admissibility of transport allowance under some specific conditions. It is clarified that the employees who did not attend office during the whole month (April 2020) or who used official transport, will not be entitled for transport allowance.

4. In the matter following instructions are issued:

i. Officers/ Staff are required to submit a certificate that they have attended office physically as per the roster/ office requirement and not availed office transport for the same. This certificate should be duly authenticated by HOO (for admin staff), HOE (for engineering staff) and HOP (for Programme staff). In case of Zonal/ Regional Offices, Directorates, PB Secretariat and other offices such authentication may be done by DDG/ ADG level Officer. For DDG and above level self-certification shall be enough (not required to be authenticated). Such certificated shall be submitted latest by **18th May 2020** to the concerned paying authority/ DDO. In such cases, there shall be no deduction/ adjustment of transport allowance paid for the month of April 2020.

ii. In other cases, where there is no certificate received by the above specified date, the paying authority/ DDO shall make necessary adjustments to deduct the transport allowance paid for the month April 2020 while making Pay Bill for the Month May 2020.

5. This OM supersedes even number OM dated 05.05.2020. Proforma to be submitted by the officers/ officials claiming Transport Allowance for the Month of April,2020 is enclosed.

6. This issues with the approval of CEO, Prasar Bharati.


(Rajesh Chandra)
Director (GA-I) 06/05

Enclosures:

1. M/o Finance, Department of Expenditure, OM dated 07.07.2017
2. Proforma to be submitted by Officers/ Officials.

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD
4. ADG (NABM)/ ADG(CES)/ADG (Fin.), DG: AIR/ADG (Fin.), DG:DD
5. All PAOs through ADG(B&A)
6. All HOO/DDOs through Respective ADG (Admin) Directorates
7. DDG (T) for circulation in e-office / website

Copy for information to:

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG(Content Operations)/ CVO, Prasar Bharati
7. Heads PBNS/ Sales
8. DDGs (Admin.) / (Fin.)/(Tech.)/ (Ops.)/ (LM&HR-C), PBS
9. Dir. (GA-1)/DD (GA-2) for further necessary action.
10. AE (GA-I)/ AE (GA-II), PBS
11. Notice Board, PBS.

21/27-11/20
06/05/2020

No.21/5/2017-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated the 7th July 2017.

OFFICE MEMORANDUM

Subject:- Implementation of the recommendations of the 7th Central Pay Commission relating to grant of Transport Allowance to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President, is pleased to decide that Transport Allowance shall be admissible to Central Government employees at the following rates:-

Employees drawing pay in Pay Level	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure	Employees posted at all Other Places
9 and above	Rs. 7200 + DA thereon	Rs.3600+ DA thereon
3 to 8	Rs. 3600 + DA thereon	Rs. 1800+ DA thereon
1 and 2	Rs.1350 + DA thereon	Rs.900 + DA thereon

2. The grant of Transport Allowance shall be subject to the following conditions:-
- The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.
 - In respect of those employees who opt to continue in their pre-revised Pay-structure/Pay Scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in CCS (Revised Pay) Rules, 2016 would determine the allowance under these orders.
 - Physically disabled employees as mentioned in DoE O.M. No. 19029/1/78-E.IV(B) dated 31.08.1978 and subsequent orders in respect of the categories viz. visually impaired, orthopaedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowance at double the normal rates, subject to fulfilment of the stipulated conditions, which shall, in no case, be less than Rs.2250/- p.m. plus applicable rates of Dearness Allowance
 - Officers drawing pay in Levels 14 and above in the Pay Matrix, who are entitled to the use of official car in terms of Department of Expenditure's O.M. No.20(5)-E.II(A)/93 dated 28.01.1994, shall be given the option to avail the official car facility or to draw Transport Allowance at the rates of Rs.15,750/- p.m. plus Dearness Allowance thereon. Before, allowing Transport Allowance @ Rs.15,750/- plus D.A. thereon, the option exercised by an officer will be examined by the administrative Ministry and his/her entitlement to the use of official car in terms of the O.M. dated 28.01.1994 ibid will require to be certified by the competent authority. In case, an officer opts to draw Transport Allowance @ Rs.15,750/- p.m. plus D.A. thereon, he/she will not be allowed to change his/her option during the remaining period of his/her current assignment.
3. **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(s) 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/Travelling Allowance/Daily Allowance is provided for attending the training institute. During official tour in the 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 Allowance will be admissible when the period of such training covers the whole calendar month.

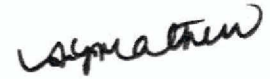
- (e) **During inspection/survey duty by Members of Special Parties within the city but exceeding 8 kms. from the Headquarters OR during continuous field duty either in or outside the Headquarters:** Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/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.
- (f) **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).
- (g) **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 good 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.

4. **These orders shall be effective from 1st July, 2017.**

5. These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In respect of the Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

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

Hindi version is attached.



(Annie George Mathew)

Joint Secretary to the Government of India

To

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

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

**PROFOMA TO BE SUBMITTED BY OFFICERS/OFFICIAL CLAIMING
TRANSPORT ALLOWANCE FOR THE MONTH OF APRIL, 2020**

1.	Name	
2.	Designation	
3.	Section/Division	
4.	Employee Code	
5.	Dates on which attended office in the month of April, 2020	
6.	Dates of which Govt. Vehicle was availed for commuting to and from office.	
7.	Dates on which attended office by personal vehicle/ personal arrangement.	

It is certified that the above information is correct and true to my best of my knowledge.

Signature of Government Servant.

Note : For authentication of above information Point 4(i) of above OM dated 06.05.2020 may be referred.