

**F.No. PP-17/1/2022-PAP-DOP**  
**Ministry of Communications**  
**Department of Posts**  
**[Establishment Division/P.A.P. Section]**

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 23<sup>rd</sup> September 2022

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of All PTCs
4. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

- Sub: (i) Compendium of Instructions regarding grant of Transport Allowance at double the normal rates to the persons with disabilities employed in central Government – regarding.
- (ii) Admissibility to travel by Tejas Express Trains on official tours.

Sir/ Madam,

I am directed to forward herewith copies of Ministry of Finance, Department of Expenditure Office Memorandums No. 21/1/2018-E.II B dated 15.09.2022 and 19030/1/2017- E. IV dated 12.09.2022 for kind information and necessary action in this regard.

Encl: As above

Yours faithfully

  
(Sapna) 23.9


Assistant Director General (Estt.)

Phone – 011-23096191

email- [adgestt2@indiapost.gov.in](mailto:adgestt2@indiapost.gov.in)

Copy for information and necessary actions:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr.DeputyDirectorGeneral(Vigilance)&CVO / Sr. Deputy Director General (PAF)
5. Director General P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), Postal Directorate
8. All other Sections of Postal Directorate
9. All recognized Federations/ Unions/ Associations
10. GM, CEPT for uploading the order on the India Post web site
11. Guard File

  
(Aparna Gopan)  
AAO PAP

No.21/1/2018-E.IIB  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi.  
Dated the 15<sup>th</sup> September, 2022.

OFFICE MEMORANDUM

**Subject: Compendium of Instructions regarding grant of Transport Allowance at double the normal rates to persons with disabilities employed in Central Government-regarding**

The Department of Expenditure, Ministry of Finance has issued various instructions from time to time regarding grant of Transport Allowance at double the normal rates to persons with disabilities employed in Central Government. Such instructions were issued a long back. Therefore, the existing instructions have been reviewed and in supersession of all earlier instructions issued on the subject, a consolidated Master O.M. is hereby circulated for compliance by all Ministries/ Departments.

2. This is issued with the approval of Finance Minister.



(Nirmala Dev)  
Director

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.**

**MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE**

**\*\*\*\***

**COMPENDIUM**

**ON**

**Instructions regarding Grant of Transport Allowance at double the normal rates to persons with disabilities employed in Central Government.**

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## A. Scope of Application:

These instructions will apply to Central Government civilian employees with Benchmark Disabilities mentioned in Para (B) (1). The instructions will also apply to the civilian employees with Benchmark Disabilities paid from the Defence Service Estimates. In respect of the Railway employees, separate orders will be issued by the Ministry of Railways.

## B. Revised and updated provisions

The consolidated and updated provisions on various aspects on grant of Transport Allowance at double the normal rates to persons with Benchmark disabilities employed in Central Government, are as under:-

### 1. Categories of disabilities for the purpose of grant of Transport Allowance at double the normal rates:

1.1. The Central Government employees with following categories of disabilities as mentioned in Rights of Persons with Disabilities (RPwD) Act 2016 of D/o Empowerment of Persons with Disabilities (EPwD), shall be paid Transport Allowance at double the normal rates subject to fulfilment of the stipulated conditions:

Sl. No.	Name of Disability
i.	Blindness
ii.	Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims, Muscular Dystrophy and Spinal Deformity etc.
iii.	Deaf & Dumb and hearing impairment
iv.	Autism Spectrum disorder, Intellectual disability
v.	Chronic Neurological conditions (a) Multiple Sclerosis (b) Parkinson's disease
vi.	Blood Disorder: (a) Haemophilia (b) Thalassemia (c) Sickle Cell disease
vii.	Multiple disabilities from amongst persons under clauses (i) to (vi)

### 2.. Eligibility Criteria:

2.1. Employees with Benchmark disability having valid certificate of disability shall be eligible to draw Transport Allowance at double the normal rates.

2.2. Persons with Benchmark disability has been defined under Section 2 (r) of the RPwD Act, 2016.

**3. Procedure to be followed for grant of Transport Allowance at double the normal rates:**

**3.1** The condition of recommendation of the concerned Head of Department of the Government Hospital, is **done away with** in terms of guidelines notified by D/o EPwD vide Notification dated 04.01.2018, as modified from time to time. The Certificate of Disability issued by the Certified Medical Authority may suffice. Employees covered under the preceding Para B (1) (i) to (vii) above shall apply for grant of Transport Allowance at double the normal rates to the Administrative authority of their Departments on the basis of Certificate of Disability issued by the Certified Medical Authority in terms of guidelines for the purpose of assessing the extent of specified disability notified on 04.01.2018 by D/o EPwD. In case of any doubt, the case may be referred to the concerned Head of Department of Government Hospital. The allowance may be granted with effect from the date, the Certificate of disability is received by the Administrative authority in the concerned Ministry/Department.

**3.2.** In case of doubt over Certificate of disability, the Head of the Department may refer the employee to the Government Civil Hospitals/Medical Authority for getting confirmation regarding disability. The employee may be reimbursed the actual travelling expenses subject to a maximum Travelling Allowance admissible for a journey on tour without any Daily Allowance for the period of journey and for halts. The period spent on journeys and also at the hospitals shall, however, be treated as duty. If any fee is charged by the Central Govt. Hospital/Union Territory Hospital/ State Government Hospitals, it shall be reimbursed to the employees concerned.

**3.3.** Government employee who at the time of appointment submit valid Disability Certificate issued by Certified Medical Authority in terms of Notification issued by D/o EPwD dated 04.01.2018 as amended from time to time, would be granted Transport Allowance at double the normal rates from the date of appointment itself. In all other cases, the Transport Allowance at double the rates would be admissible from the date, the requisite certificate is received by the Administrative authority concerned.

**3.4.** Government employees already getting the benefit of Transport Allowance at double the normal rate on the basis of certificates obtained from Government Civil Hospitals as per earlier instructions, would continue to get it on the basis of those certificates.

**4. Rates of Transport Allowance:**

**4.1.** The rates of Transport Allowance had been revised vide this Department's O.M. No. dated 7<sup>th</sup> July 2017 as per recommendations of 7<sup>th</sup> Central Pay Commission. The following rates of Transport Allowance are admissible to Central Government employees w.e.f. 01.07.2017:



Employees drawing pay in Pay Level:	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure-I.	Employees posted at all Other Places
9 and above	Rs. 7200 + DA thereon	Rs.3600+ DA thereon
3 to 8 and those drawing Pay of Rs. 24200/- and above in Level 1 & 2 of the Pay Matrix.	Rs. 3600 + DA thereon	Rs.1800+ DA thereon
1 and 2	Rs.1350 + DA thereon	Rs.900 + DA thereon

**4.2.** Persons with Benchmark Disabilities prescribed in Para B(1) above, shall be eligible for Transport Allowance at double the above rates.

**5. Conditions for grant of Transport Allowance at double the normal rates:**

Transport Allowance at double the normal rates shall be admissible subject to the following conditions:

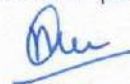
**5.1.** The allowance shall not be admissible to those employees who have been provided with the facility of Government vehicle.

**5.2.** 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.

**5.3.** For Level 14 and above, if staff car is admissible, such employees may exercise option to avail staff car or higher rate of Transport Allowance @ Rs.15750/- as admissible to the Officers drawing pay in Level-14 & above of the Pay Matrix in terms of this Department's O.M. dated 07.07.2017. Transport Allowance in lieu of staff car shall be at the rate of Rs.15750/- per month plus Dearness Allowance only and not at the double of this rate.

**5.4.** The Transport Allowance at double the normal rates shall be admissible irrespective of whether the eligible Government employees are residing within campus (housing the place of work and residence) or residing in a Government/ Private accommodation within one kilometer of the office.

**5.5.** Assessment of disability and Certified Medical Authority concerned who issue the Disability certificate, would be with reference to Notification No. 16-09/2014 –DD-III dated 04.01.2018 issued by D/o Empowerment of Persons with Disabilities (Divyangjan) and any subsequent amendments thereto. However, in case of any doubt with regard to assessment of disability and issue of Disability certificate, the case may be referred to the Head of Department concerned for particular disability in a Government Civil Hospital.



**6. Admissibility of Transport Allowance at double the normal rate during different circumstances:**

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

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

**6.3. During training, tour, etc.:** If an employee with Benchmark Disability, is absent from the Headquarters/Place of posting for full calendar month(s) due to training, tour, etc., he/she will not be entitled to any Transport Allowance during that/those calendar month/months. However, If the absence does not cover any calendar month(s) in full, Transport Allowance at double the normal rate, will be admissible for full month.

**6.4. During training treated as duty:** In case the training is 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.

**6.5 During inspection/survey duty within the city but exceeding 8 kms from the Headquarters OR during continuous field duty either in or outside the Headquarters:** In case the employee 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 at double the normal rate during that calendar month.

**6.6 During vacation:** The person with Benchmark Disability covered under Vacation staff is entitled to Transport Allowance at double the normal rate 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, envelops the entire calendar month(s).

**6.7 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 at double the normal rate payable for that month shall be reduced proportionately.

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Appendix

**List of Orders on Transport Allowance at double the normal rates- superseded by this OM**

Sr. No.	O.M. No.	Date	Subject
1.	19029/1/78-E.IV	31/08/1978	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Central Government Employees.
2	19029/1/78-E.IV(B)	03/12/1979	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped CGEs
3	19029/1/78-E.IV (B)	05/10/1983	Grant of Conveyance Allowance to Blind CGEs.
4	21(1)97-E.II(B)	26/05/2000	Grant of Transport Allowance to Physically Handicapped CGEs.
5	21(1)97-E.II(B)	03/05/2002	Grant of Transport Allowance to CGE with Spinal Deformity.
6	21-1/2011-E.II(B)	05/08/2013	Grant of Transport Allowance to Orthopaedically Handicapped CGEs.
7	21(2)/2011-E.II(B)	19/02/2014	Extension of benefits of Transport Allowance @ double the normal rate to Deaf and Dumb CGEs.
8	20(2)/2016-E.II(B)	17/01/2017	Grant of Transport Allowance at double the normal rate to the Deaf & Dumb CGEs and also to Hearing Impaired CGEs.

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

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North Block, New Delhi.  
Dated the 12<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject: Admissibility to travel by Tejas Express Trains on Official Tour.**

The undersigned is directed to refer to this Department's OM No. 19030/1/2017-E.IV dated 13.07.2017 wherein travel entitlements for journey on Tour/ Training/Transfer/Retirement have been prescribed.

2. The matter regarding admissibility of travel by Tejas Express Trains on official Tour has been considered in this Department. It has been decided to allow Central Govt. employees to travel by Tejas Express Trains for journey on Tour/Training/Transfer/Retirement, in addition to the Trains as mentioned in para 2 A (ii) of this Department's OM of even number dated 13.07.2017. Travel entitlement in Tejas Express Trains would be same as that of Shatabdi Trains as mentioned in para 2 A (ii) of this Department's OM of even number dated 13.07.2017.
3. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.
4. This is issued with the approval of Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)  
Director

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.

फा.सं.190301/1/2017-ई.IV

भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग

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नॉर्थ ब्लॉक, नई दिल्ली  
दिनांक: 12 सितंबर, 2022

कार्यालय जापन


**विषय: सरकारी दौरे पर तेजस एक्सप्रेस रेलगाड़ी द्वारा यात्रा की स्वीकार्यता।**

अधोहस्ताक्षरी को इस विभाग के दिनांक 13.07.2017 के का.जा. संख्या 19030/1/2017-ई.IV का संदर्भ लेने का निदेश हुआ है जिसमें दौरे/प्रशिक्षण/स्थानांतरण/सेवानिवृत्ति पर यात्रा के लिए यात्रा हकदारियों का निर्धारण किया गया है।

2. सरकारी दौरे पर तेजस एक्सप्रेस रेलगाड़ी द्वारा यात्रा की स्वीकार्यता के मामले के बारे में इस विभाग में विचार किया गया। केंद्र सरकार के कर्मचारियों को दौरे/प्रशिक्षण/स्थानांतरण/सेवानिवृत्ति पर इस विभाग के दिनांक 13.07.2017 के समसंख्यक का.जा. के पैरा 2 क (ii) में उल्लिखित रेलगाड़ियों के अलावा तेजस एक्सप्रेस रेलगाड़ियों से यात्रा करने की अनुमति दिए जाने का निर्णय लिया गया है। तेजस एक्सप्रेस रेलगाड़ियों में यात्रा की हकदारी इस विभाग के दिनांक 13.07.2017 के समसंख्यक का.जा. के पैरा 2क(ii) में यथा उल्लिखित शताब्दी रेलगाड़ियों के समान होगी।

3. जहां तक भारतीय लेखापरीक्षा और लेखा विभाग में सेवारत कर्मचारियों का संबंध है, ये आदेश भारत के संविधान के अनुच्छेद 148(5) के तहत यथा अधिदेशित भारत के नियंत्रक एवं महालेखापरीक्षक के परामर्श से जारी किए जाते हैं।

4. इसे वित्त सचिव एवं सचिव (व्यय) के अनुमोदन से जारी किया जाता है।

  
(निर्मला देव)  
निदेशक

भारत सरकार के सभी मंत्रालय और विभाग मानक वितरण सूची के अनुसार।

प्रतिलिपि:- भारत का नियंत्रक एवं महालेखापरीक्षक, संघ लोक सेवा आयोग आदि को मानक पृष्ठांकन सूची के अनुसार।