

No. 19030/3/2013-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
Dated the 17<sup>th</sup> February, 2015.

OFFICE MEMORANDUM

Subject:- Travelling Allowance in respect of Attendant/Escort for accompanying a Government Servant with Disabilities on travel during tour/training etc.

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References have been received in the Ministry of Finance, Department of Expenditure seeking provision in the Rules/instructions regulating Travelling Allowance, in order to allow grant of Travelling Allowance to the Government servant with Disabilities in respect of an Attendant/Escort accompanying such a Government servant with Disabilities during travel while on tour/training, etc. At present there are no provisions in the Travelling Allowance rules which allows Government servants to claim Travelling Allowance in respect of Attendant/Escort accompanying them on tour/ training, etc. where such Government servants require the assistance of an Attendant/Escort for travel.

2. The matter has been considered and it has now been decided to allow Travelling Allowance in respect of the Attendant/Escort, for accompanying a Government servant with Disabilities during travel while on tour/training, etc., to be claimed by the Government servant with Disabilities. The admissibility of Travelling Allowance, in respect of the Attendant/Escort accompanying a Government servant with Disabilities, would be subject to the following conditions:-

(a) Ordinarily, the field offices/local administrative offices at the touring station, which the Government servant with Disabilities is required to visit on tour or training institutes where the Government servant with Disabilities is required to undergo training, would be required to provide an Attendant/Escort, from the existing pool of staff/persons employed, from the time the Government servant with Disabilities arrives at the destination and till such time the Government servant with Disabilities departs from that destination back to his headquarter station/place from where the Government servant with Disabilities had initially proceeded to that destination. During travel abroad, either on foreign tour/training, the Indian Missions/Posts (Embassy of India) at the country of visit would be required to provide an Attendant/Escort, from the existing pool of staff/persons employed, during the period of stay of the Government servant with Disabilities in that country.

(b) Only when field offices/local administrative offices at the touring station or training institutes or Indian Missions/Posts at the country of visit, as the case may be, officially express their inability to provide an Attendant/Escort to the visiting Government servant with Disabilities, would the claim of Travelling Allowance in respect of Attendant/Escort accompanying the Government servant with Disabilities arise. In such cases, fare for travel of Attendant/Escort accompanying Government servant with Disabilities would be reimbursed. While for travel by air, Airlines-are expected to provide assistance to Government servant with Disabilities during travel as per Airlines policies, a Government servant with Disabilities however, can take along his personal Attendant/Escort for travel by Indian Railways for assistance during journey and boarding/de-boarding, even when an Attendant/Escort at destination station is provided officially.

(c) In all cases, Government servant with Disabilities are required to purchase travel tickets for self and Attendant/Escort at concessional rates, if any, offered by Railways/Airlines.

(d) The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those Government servants with Disabilities, wherein it is certified by the competent Medical Authority that such a person compulsorily requires assistance of another person for travel. Under this clause, necessary certificate is to be obtained from the Head of Department of a Government Civil Hospital designated for the type/form of disability of the Government servant. Based on the certificate from competent Medical Authority, Heads of Departments would have to further satisfy the need for an Attendant/Escort during travel of the Government servant, before allowing the journey for the Attendant/Escort.

(e) Subject to clause (d) above, Travelling Allowance for the Attendant/Escort would be admissible to the Government servant with Disabilities while on tour (domestic or foreign). However, the authority deputing such a Government servant with Disabilities on tour would have to record in writing that the tour is considered necessary in the discharge of duties and responsibilities assigned to the Government servant with Disabilities.

(f) Subject to clause (d) above, Travelling Allowance for the Attendant/Escort would also be admissible to the Government servant with Disabilities when deputed on training provided it is recorded by the authority competent to depute such officials on training that such training is a mandatory training for career progression or induction training for probationers.

(g) Travelling Allowance consists of two parts; Mileage Allowance and Daily Allowance. No Daily Allowance would be admissible to the Attendant/Escort of the Government servant with Disabilities. Mileage Allowance would be admissible to the Attendant/Escort at the same rate and in the same class of accommodation, as the Government servant with Disabilities is entitled to under the Revised Travelling Allowance Rules, read with travel restrictions imposed under austerity measures/economy instructions, issued from time to time by the Government. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate mileage allowance would be admissible to the Government servant with Disabilities, in respect of the Attendant/Escort, except where the travel is by public bus.

(h) For commuting between residence to office and back, certain categories of Government servants with Disabilities are eligible for Transport Allowance at double the normal rates. As no Travelling Allowance is admissible to Government servants for training at headquarter station, consequently, no claim of Travelling Allowance to the Attendant/Escort of the Government servant with Disabilities would be admissible for training at headquarter station.

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

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(Subhash Chand)  
Director

To,  
All Ministries/Departments of Government of India and other Government offices,  
(as per Standard Mailing List)

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