

PART VIII

FINANCIAL RULES

CHAPTER 1-- FINANCIAL RULES

1. The accounts of the University shall conform to the official year.
2. The accounts of the University shall be kept by the Treasurer, or under his orders.
3. All funds or money belonging to the University shall be kept in a scheduled bank in the name of the Punjab University under the following heads:-
 - (a) Special Endowed Trusts,
 - (b) Current Account,
 - (c) Provident Fund,
 - (d) Pension Fund,

and such other heads as may be determined by the Syndicate from time to time.

4. [No transfers shall be made from accounts (a) or (c) to any other account except under the express order of the Syndicate]¹
5. All property belonging to the University shall be held under Section 3 of Punjab Act No. IX of 1973 in the name of the University of the Punjab, and for the purpose of drawing interest upon, transferring any part of, such Government Stock or Government Promissory Notes as are held in the name of the University of the Punjab, the Vice-Chancellor and Treasurer shall be jointly authorised to do all acts necessary for such purpose.
6. It shall be competent for the Syndicate or the Treasurer subject to the control of the Syndicate to direct that any invested balance at credit of any particular trust or trusts, or of any other University Account, shall be invested in Government securities for the benefit of the Account concerned.

Provided that, in the case of Provident Fund Account, the Syndicate may, at its discretion invest a part of the amount standing at the credit of the fund in the loans to be advanced to the permanent University employees for building, repairing or purchasing residential accommodation subject to the conditions and rules contained in Chapter 10 of the Punjab Financial Rules, Volume I.

7. It shall be the duty of the Treasurer to see that all sums granted to, and accepted by the University for specific objects, such as the establishment of an Associate Professorship, a Professorship, or a Scholarship, or for the grant of a money prize, a medal, or other special reward, shall be invested, whenever practicable, in Government Securities and brought to recredit under the proper head of Account.

1. The Finance Committee and the Syndicate, vide paragraphs 19 and 6 of the proceedings of their meetings held on 19 December, 1962 and 12 January, 1963, respectively, decided that the authority to transfer sums from the current account to the fixed deposit with the banks with which University maintains the accounts be delegated to the Treasurer.

8. All sums paid in receipts on account of the University shall be received by the Treasurer or by the Scheduled Bank with which the University accounts are maintained and shall be credited to the Account concerned (under direction from the Treasurer), provided that the Syndicate may, by a special order, authorize any other officer of the University to receive money on behalf of the Treasurer.
9. No sale of any securities held in the name of the University shall be made except under the express order of the Syndicate.
10. All subscriptions or donations shall be immediately reported to the Syndicate.

EXPENDITURE

11. All bills for payment shall be checked in the Treasurer's Office, and signed by the Treasurer or any other officer or officers nominated for the purpose as correct, but no payment shall be made except as provided in Rule 13 below. When the sanction of the Syndicate is required to the payment of any bill, the Treasurer shall obtain such sanction before passing the bill, and shall endorse on the bill a reference to the order in question.
12. Payments shall generally be made by cheques signed by the Treasurer, but in the case of a Government Department when the actual amount billed for, has to be credited to Government Account, it may be made by Bank Draft or Money Order on payment of usual commission by the University, with the express written permission of the Treasurer. [For amount exceeding Rs. 1.00 lac (one lac), there shall be signatures of two signatories with Treasurer as Principal signatories and the Deputy Treasurer or the Assistant Treasurer as the second signatory.

The Deputy Treasurer shall sign cheques upto Rs. 30,000/-. In case the Treasurer is not available and the amount exceeded Rs. 30,000/- but not more than Rs. 50,000/- there shall be two signatures i.e. of the Deputy Treasurer/Assistant Treasurer. Similarly, the Assistant Treasurer will sign cheques upto Rs. 20,000/- and in case the Deputy Treasurer is not available, the cheques shall be signed by two Assistant Treasurers upto Rs. 30,000/-]¹

All cheques over Rs. 300.00 shall be crossed except (a) those drawn in favour of the Chairmen of Departments, Principals of University Colleges and Officers of the University by designation, (b) those drawn for payment of travelling allowance to out-station examiners who come to conduct various University Examinations, provided they collect these cheques personally, and cheques for Rs. 9,001.00 upward shall be made payable to the payees' account only by giving the endorsement 'not negotiable' on the face of the cheques. All expenditure shall be incurred subject to the budget allotment for the year and to the Statutes relating to the powers of the Syndicate to sanction expenditure.

13. The Treasurer shall have power to pass and pay all [fixed charges]² provided for in the Budget as well as fees to examiners, Printers' bill, Temporary Staff, Ordinary Contingencies and such other bills as are approved by the Syndicate

1. Approved by the Syndicate, dated 6 July, 2002.

2. Fixed charges mean pay of staff and all kinds of allowances at the rates fixed by competent authority as also other expenditure such as remuneration to Examiners, Paper-setters, Superintendents, Scrutineers and other persons employed for University Examinations and other works on authorised rates.

from time to time. But he shall obtain the sanction of the Syndicate before passing or paying any other charges. The Syndicate may delegate to the Assistant Treasurer the power of the Treasurer to pass or pay bills provided the amount in either case does not exceed Rs. 500.00 in individual case.

14. To meet [petty expenditure]¹ the Syndicate may authorize such advance as it may, from time to time, consider necessary to remain in the hands of the Treasurer or any person nominated by it. The person holding the advance shall be personally responsible for it.

BUDGET

15. [The following procedures shall be followed for preparation/approval of the Budget Estimates.

- (i) The Treasurer shall call for new proposals for inclusion in the budget by the end of December each year.
- (ii) He shall consolidate the proposals and submit the case for consideration by a committee to be appointed by the Vice-Chancellor to be called Budget Committee. The Budget Committee shall after detailed scrutiny submit its recommendations to the Finance and Planning Committee.
- (iii) Final draft of the Budget Estimates shall be prepared under the direction of the Finance and Planning Committee . It shall show the receipt and expenditure of the Current and other Accounts for the ensuing year in prescribed forms (Appendices I and II) and investments, and special endowments which have been accepted by the University.
- (iv) Finance and Planning Committee shall make its recommendations to the Syndicate. The Syndicate shall consider the Budget by Ist. June every year and make its recommendations to the Senate.
- (v) The Budget Estimates as approved by the Syndicate shall be submitted to the Senate for final approval before 30 June every year.]²

16. In the Budget, credit shall be taken for the amount of the interest and profits of the General Endowment Fund, the amount of the Government grant for subscriptions and donations estimated with reference to the average receipts from this source during the previous three years, excluding from this average any subscriptions given for investments or of exceptionally large amount, and for income from fees calculated in the same way.

ACCOUNTS

17. The Treasurer shall keep an account, (1) of all Special Endowed Trust; (2) of the Current Account; (3) Provident Fund; and (4) Pension Fund and such other heads, as may be determined by the Syndicate from time to time.

1. Petty expenditure covers all legitimate expenditure not exceeding Rs. 25/- at a time incurred without waiting to receive payment from the Treasurer after submission of a bill.

2. Amended to conform with provisions of Section 24(b) of the University of the Punjab Act, 1973.

18. The Treasurer shall prepare an Annual General Statement showing in detail the state of each of these accounts, which shall be checked and countersigned by the Auditor. This General Statement shall then be submitted to the Syndicate. The Treasurer shall also cause the statement to be published for general information in the Gazette of Punjab.

BOOKS

19. The Treasurer shall maintain the following books of accounts and forms:-

I. For Special Endowed Trust:-

- (a) A Cash Book.
- (b) A Ledger, exhibiting a separate personal account for each Trust.
- (c) A Bank Pass Book.

II. For Current Account:-

- (a) A Cash Book.
- (b) A Classified Register of Receipts.
- (c) A Classified Register of Expenditure.
- (d) A Bank Pass Book.

III. For Provident Fund Account:-

- (a) A Cash Book.
- (b) A Ledger, exhibiting a separate personal account (for each subscriber).
- (c) A Bank Pass Book.

IV. For Pension Fund Account:-

- (a) A Cash Book.
- (b) Expenditure Register.
- (c) A Bank Pass Book.

20. Half-yearly statement of accounts for the previous six months shall be laid before the Finance and Planning Committee and, when passed, shall be signed by the Chairman.
21. All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, at the discretion of the Treasurer, be destroyed, provided that all accounts or documents relating to trusts, donations and subscriptions shall be preserved.

APPENDIX I

[Statement showing Income and Expenditure of the Punjab University for the year -----
(Summary of the Current Account.)

HEADS OF INCOME AND EXPENDITURE**Income:-**

- I. Fees of Examinations.
- II. Registration and Certificate Fees.
- III. Library.
- IV. Publications.
- V. Miscellaneous.
- VI. Interest on Investments.
- VII. Contributions.
- VIII. Grants from the Government of the Punjab.
- IX. Faculty of Arts.
- X. Faculty of Science.
- XI. Faculty of Engineering & Technology.
- XII. Faculty of Pharmacy.
- XIII. Faculty of Law.
- XIV. Faculty of Commerce.
- XV. Faculty of Islamic and Oriental Learning.
- XVI. Suspense.

Expenditure:-

- I. General Administration.
- II. Remuneration to Examiners.
- III. Printing of Question Papers and Secrecy Work.
- IV. Conduct of Examinations.

V. Faculty of Arts:-

1. Administrative Science.
2. Business Administration.
3. Economics.
4. English Language & Literature.
5. Institute of Art & Design.
6. History.
- [7. Mass Communication.]¹
8. European Languages (French, Spanish, Russian, German, Italian.)
- [9. Library and Information Science.]²
10. Philosophy.
11. Political Science.
12. Sociology.
13. Social Work.
14. Human Resources Development Centre.
15. Archaeology.
- [16. Women Studies.
17. Sports Sciences & Physical Education.]³
18. Dean, Faculty of Arts.

VI. Faculty of Science:-

1. Psychology & Applied Psychology.
- [2. Space Science.]⁴
3. Botany.
4. Chemistry.

1. Nomenclature of the Journalism Department changed vide Registrar's No 1405/G.M. dated 30 July 1985.
2. Approved by the Academic Council, dated 30-7-1996.
3. Approved by the Syndicate dated, 2-11-2002. (Notified vide Registrar's No. 1538/Acad dated, 23-6-2003.)
4. Nomenclature of the Astronomy Department changed by the Academic Council dated, 8- 6-1994.

5. Geology.
6. Geography.
7. Mathematics.
8. Physics.
9. Statistics.
10. Zoology.
11. Institute of Biochemistry & Biotechnology.
12. Centre for Molecular Biology.
13. Punjab University Seed Centre.
14. Geographical Information System.
15. Centre for High Energy Physics.
- [16. Microbiology & Molecular Genetics.
17. Institute of Environmental Science.
18. Centre for Earth Sciences.
19. Centre for Earthquake Studies.
20. Institute of Business & Information Technology.
21. Integrated Mountain Research Centre.]¹
22. Dean, Faculty of Science.

VII Faculty of Chemical Engineering & Technology:-

1. Institute of Chemical Engineering & Technology.
2. Dean, Faculty of Engineering & Technology.

VIII. Faculty of Pharmacy:-

1. Pharmacy.
2. Dean, Faculty of Pharmacy.

IX. Faculty of Law:-

1. University Law College.
2. Dean, Faculty of Law.

1. Approved by the Syndicate dated, 2-11-2002. (Notified vide Registrar's No. 1538/Acad dated, 23-6-2003.)

X. Faculty of Commerce:-

1. Hailey College of Commerce.
2. Dean, Faculty of Commerce.

XI. Faculty of Islamic and Oriental Learning:-

1. Oriental College,
(Arabic, Persian, Urdu, Punjabi).
2. Institute of Islamic Studies.
3. Asiatic Languages (Kashmiryat Bengali, Chinese, Hindi,
Japanese, Pashto, Sindi, Turkish).
4. Chair, Iqbal Studies.
5. Dean, Faculty of Islamic and Oriental Learning.

XII. Faculty of Education:-

1. Special Education.
2. Punjab University Educational Testing Service.
3. Sohail Iftikhar Research Centre.
4. Dean, Faculty of Education.

XIII. Punjab University College of Information Technology.**XIV. Hailey College of Banking & Finance.****XV. Improvement of Education:-**

1. Advanced Research.
2. University Scholarships.
3. Merit Scholarships.
4. University Research Journals.
5. Research Scholarships.
6. Facilities for Professors.

XVI. Sports and Games Department.**XVII. Punjab University Library.****XVIII. University Publications.**

XIX. University Contributions.**XX. Oriental Publications.****XXI. Hostels and Students Services:-**

1. Hostels at Quaid-i-Azam Campus.
2. Adviser Students' Office.
3. Hall Council.

XXII. University Press and Sales Depot.**XXIII. Maintenance of Campuses:-**

1. Resident Officer's Office.
2. Engineering Branch, Quaid-i-Azam Campus.
3. Engineering Branch, Allama Iqbal Campus.
4. University Gardens.
5. Khanspur House. (Sir Syed Campus)

XXIV. Employees Benefits:-

1. Contribution towards Pension Fund.
2. Premium for Group Insurance.
3. Recreation Allowance.
4. Uniforms.
5. Annuities and Stipends.

XXV. Miscellaneous:-

1. Advertisement.
2. Entertainment.
3. T.A. General.
4. Unforeseen and Special Demands.
5. Punjab University Workshop.
6. Social Sciences Research Centre.

XXVI. Suspense.

APPENDIX II

Consolidated abstract of the Budget Estimates of the Current, Special Endowed Trust, Provident Fund, Pension Fund and Miscellaneous Accounts for the year -----.

Receipts	Amount (Rs.)	Expenditure	Amount (Rs.)
Current Account--		Current Account --	
Expected balance on Ist July	..	Expected expenditure during the year....	
Expected income during the year	..	Expected balance on 30 June.....	
Special Endowed Trust---		Special Endowed Trust --	
Expected balance on Ist July	..	Expected expenditure during the year....	
Expected income during the year	..	Expected balance on 30 June.....	
Provident Fund Account--		Provident Fund Account--	
Expected balance on Ist July	..	Expected expenditure during the year....	
Expected income during the year	..	Expected balance on 30 June.....	
Pension Fund Account--		Pension Fund Account--	
Expected balance on Ist July	..	Expected expenditure during the year....	
Expected income during the year	..	Expected balance on 30 June.....	
Miscellaneous Accounts--		Miscellaneous Accounts--	
Expected balance on Ist July	..	Expected expenditure during the year...	
Expected income during the year..	..	Expected balance on 30 June.....	
Total -----		Total-----	

Add -- PERMANENT INVESTMENTS

(1)	Current Account.	
(2)	Special Endowed Trust Account.	
(3)	Provident Fund Account.	
(4)	Pension Fund Account.	
(5)	Miscellaneous Accounts.	
	Total	..] ¹

1. Revised by the Finance and Planning Committee and the Syndicate, at their meetings, held on 15 June and 24 June, 1978, respectively.

CHAPTER II -- TRAVELLING/DAILY ALLOWANCE¹

PART I

- [1. The Government of the Punjab announced the revised T.A./D.A. Rules vide (Notification No. F. D./ S. R.-1-8-5/86 dated 27 July, 1987.)²

[Daily Allowance:

Daily Allowance rates presently fixed with reference to pay drawn shall be drawn shall be increased and related to Basic pay scales as under:-

BPS	SPECIAL RATES PER DAY (Rs.)	ORDINARY RATES PER DAY (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450] ³

Special rates of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta and Rawalpindi.

2. (i) An Officer in BPS 20 and above who stays in a Hotel, Guest House, Inspection Bungalow or a Residential Club shall, in addition to the Daily Allowance, is allowed re-imburement of actual single room rent, subject to production of receipts/vouchers upto the following maximum per day.
- (ii) [A Civil servant (other than in BPS-20 and above and Secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club, shall be allowed the actual room rent upto the maximum per day, as given below. Such a Civil Servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges, relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.
- (iii) Provincial Civil servants, while travelling outside the province, shall be entitled to re-imburement of room rent charges in hotels also, subject to the same conditions as given in (ii) above.]⁴

1. In exercise of the authority delegated to it by the Syndicate to take final decision on its behalf vide paragraph 38 of its proceedings dated 28 May, 1977, the Committee set up by it, at a meeting held on 30 June, 1977, decided that all notifications issued by the Government pertaining to Pay and Allowances (including Rest & Recreation) T.A./D.A. etc., be adopted by the University mutatis-mutandis. The Punjab Travelling Allowance Rules notified vide Punjab Government, Finance Department No. F.D./Accounts/O.S.D./498 dated 10 July, 1976, are enclosed as Appendix I to these rules.

2. For copy see Appendix II.

3. Notification No. FDPC-2-1/2001, dated 22-10-2001.

4. FD-12/SR-1-8-8/87 dated 25 August, 1988.

- | | | |
|-----|--|--|
| (a) | Localities where special daily allowance is admissible. | Three time the amount of special daily allowance. |
| (b) | Localities where ordinary daily allowance is admissible. | One and a half times the amount of ordinary daily allowance. |

3. For the purpose of calculating daily allowance and mileage allowance in case journey by Railway and Road employees are divided into grades as follows:-

- | | | | |
|----|--------------------|--|-------------|
| I. | (i) Category-I | Civil Servants in BPS-17 and above and all those in receipt of pay exceeding Rs/-6210 p.m. | (A.C.C.) |
| | (ii) Category-II | Civil Servants drawing pay exceeding Rs 2590/ p.m. but not exceeding Rs/-6205 | (1st class) |
| | (iii) Category-III | All other civil servants excluding those in BPS-1 and 2] ¹ | (2nd class) |

Rates per Kilo metre

- | | | | |
|-----|-------|--|------------------------|
| II. | (i) | Car, Taxi | Rs. 3.00 |
| | (ii) | Motor-cycle or Scooter or Auto-Cycle | Rs. 1.00 |
| | (iii) | Bicycle, animal back or on foot | Rs. 0.50 |
| | (vi) | Public Transport plying for hire on single seat basis. | |
| | (a) | Civil Servants in BPS-7 and above. | Rs. 0.50 |
| | (b) | Civil Servants in BPS-6 and below. | Rs. 0.30] ² |

Air Travel:

4. (a) The following shall be permitted to travel by Air at their choice:-
- (1) Vice-Chancellor.
 - (2) Pro-Vice-Chancellor.
 - (3) Registrar.
 - (4) Treasurer.
 - (5) Members of the Academic Council and Senate but only when attending the meeting of the Academic Council and Senate and provided they travelled over distance exceeding 240 Kilometres.

1. Subs. Vide FD/SRI-8-11/83, dated 18th April, 1992.

2. Ibid.

- (6) University Professors when going for extension lectures. In addition to the single air fare each way, the person falling under the above category shall be entitled to daily allowance at the rate admissible to him under the rules.
- (b) University Officers who are entitled to travel by A.C.C. by rail may, at their discretion, travel by air. They shall be paid T.A. as follows:-
- (i) Air Fare (Return Fare when possible) or One fare of Rail.
 - (ii) The Vice-Chancellor may at his discretion grant permission in special circumstances to an officer entitled to travel Ist Class under the T.A. Rules to travel by Air. Such an officer shall be entitled to draw actual air fare (tourist class). He shall have to get a return ticket wherever it is possible.
- (c) A distinguished Lecturer and a member of the Academic Council and Senate when he undertakes a journey in this capacity shall be considered as Officer of First Grade.
- (d) Unless otherwise entitled to a higher class, Registrar, Treasurer, University Professors, Associate Professors who are Chairmen of Departments, Members of all Inspection Committees, their sub-Committees and Civil servants or members of the staff of another University entitled to A.C.C. Class in their own Department or University, shall be considered as Officers of first Grade.
- (e) Unless otherwise entitled to a high class, members of the recognised Missions, Life Members and Honorary Members of Institutions affiliated to the University, shall be considered as Officers of Second Grade.
- (f) Unless otherwise entitled to a higher class, Medical and Legal Practitioners, Lady Superintendents of Examinations, Members, Boards of Faculties and others attending meetings of the University bodies, shall be considered as Officers of Second Grade.
5. In view of the fact that cost of living had gone up and the Railway had ceased giving return tickets on reduced rates, the following facilities be given to examiners who have to proceed to another station for conducting a Practical Examination, to attend Examiners' Meeting or to see the Head Examiner or Registrar or any other such legitimate work connected with their duty as Examiner:-
- (1) that they be paid Taxi Fare to and from the Station.
 - (2) that their certificate as to the amount spent by them be deemed sufficient for purposes of making payment.

PART II -- GENERAL RULES

1. (a) For purposes of Daily Allowance the period of transit by rail shall be taken into account only when One Railway fare is paid. Daily allowance shall not be paid for the period of transit by road except in the case of peons. Provided that the University officials who use official transport and are not paid road mileage shall draw daily allowance for the period of transit by road.
 - (b) A day shall mean 24 hours or a fraction thereof which must not consist of less than two hours.
 - (c) The period of journey shall commence from the hour a person leaves his residence and shall terminate at the hour he returns to his residence or reaches his destination, as the case may be.
 - (d) Normally the return journey shall be under-taken on the same day after conclusion of business, if a train is available and the distance involved in the return journey does not exceed 80 Kilometres.
 - (e) When a return ticket is available no Daily Allowance shall be admissible for the period covered by journey.
 - (f) No D.A. shall be admissible for those journeys performed by Officials for which ordinarily no [T.A.]¹ claim was admissible on journeys within 8 kilometres/corporation limit from his departure.
2. No mileage allowance shall be paid for a journey less than 6 kilometres from the University. No mileage shall be paid for fraction of a Kilometre.
 3. A Delegate to an Educational Conference shall not be considered as an officer-on-duty for purposes of this rule. He may be paid as a contribution towards his travelling expenses a sum not exceeding the cost of a single return railway fare of the class to which he is entitled and Daily Allowance for the days of attendance at the Conference.
 4. (a) When an Inspection fee is payable no daily allowance shall be paid except for the period in transit as provided under Rule 1(above).
 - (b) The fee for inspection shall be [Rs.500/- Local and outside Lahore Rs. 800/-].²

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1. Note:
 1. T.A. Bill must be stamped at the place marked and receipted before its presentation and should be presented as early as possible after the journey is finished. Travelling allowance will ordinarily be payable only when the bills are presented on the prescribed form within six months of the date of the journey.
 2. Payment will be made by the shortest route unless special sanction of the Treasurer is attached to the bill. Where journey by Rail is possible, payment will not be made for journey by Road unless special sanction for it has been obtained.
 3. Fraction of a kilometre should not be charged for.
 2. Treasurer's No. D/281/Finance, dated 1-8-2000.

- (c) In connection with the Inspection of Institutions associated with the Oriental College, Lahore, the members of the Oriental College staff shall be paid no inspection fee, but others shall be paid Rs. 15/- for each inspection. Such inspectors shall be paid Travelling and Halting Allowances under the ordinary University Rules.
5. (a) No person, whose ordinary place of residence is in Lahore, shall be entitled to any T.A. or daily allowance if he comes from an out-station to attend a University meeting at Lahore.
- Fellows residing in Lahore and members of various bodies may be paid actual mileage at the rate prescribed in Rule 3(II), provided the distance between their residence or place of normal duty and the University is 6 Kilometre. or more each way, and they record a certificate to this effect on their T.A. bills.
- University Officials and persons belonging to other local institutions (government or non-government) who are required to attend meetings or to come for official work to Lahore during summer vacation, shall be entitled to draw T.A. at the ordinary rates.
- (b) No person residing within the territorial jurisdiction of the University shall be entitled to charge T.A. from a place farther than the one in which he ordinarily resides.
- (c) If a fellow resides or is on duty outside the territorial jurisdiction of the University, he shall be entitled to T.A. only from and to the point at which he enters and leaves the territorial jurisdiction of the Punjab University.
- (d) Notwithstanding the restrictions placed in (a) and (b) of this rule, Civil servants on Government duty or persons on University duty shall be paid T.A. from the place they start for attending University meeting.
6. T.A. for a servant shall be admissible when accompanying a University Officer, or College Inspection Committee, or a Lady Superintendent, or an Inspectress of Examination Centres or where specially sanctioned by the Vice-Chancellor or by a resolution of the Syndicate.
7. A lady travelling on University business shall be treated as an officer of Second grade unless entitled to a higher class on her own or husband's pay or declared income (* or in accordance with the classification (Rule 3, Part I).
8. Examiners and all other persons shall be paid according to their pay or declared income* unless otherwise entitled to a higher rate under the classification (Rule 3, Part I or under any other Rule of Part II).
9. University clerks and peons accompanying the Vice-Chancellor and the Registrar, when leaving the station during the annual University vacation, shall be paid travelling and daily allowance according to the University Rules.

*. It will be assumed that the declared income is the same as supplied to the Income-tax Department.

10. Examiners in Science Practical shall be paid daily allowance only for one day previous to the examination for preparation work unless a examination day is preceded by a holiday.
11. (a) The claim for travelling expenses made under these rules shall be submitted on the prescribed bill form obtainable from the Treasurer's office.
- (b) All bills shall be submitted duly receipted affixing a revenue stamp wherever necessary. Unreceipted and insufficiently receipted bills shall not be accepted.
- (c) Bills not presented within six months from the date of the journey shall lapse and shall not be entertained unless the period of six months is extended by the [Pro-Vice-Chancellor]¹ for good cause shown.
12. Journey by a longer route and journey by road between places connected by rail shall require the sanction of the Treasurer and shall be allowed only in exceptional circumstances for reasons to be recorded. When such a journey is likely to assume a permanent or semi-permanent character the sanction of the Syndicate would be necessary.
13. In an emergency, the Registrar may travel himself and the Treasurer may permit an officer of the University to travel, by car or in a higher class in case of journey by rail.
14. For purposes of security, the Treasurer is empowered to exercise special authority, as given in rule 13 above.
15. Notwithstanding anything contained in these rules the Vice-Chancellor may, for reasons to be recorded, sanction special rates of T.A. and D.A. in exceptional circumstances.
16. In case of Examiners who are required to come from long distances the Vice-Chancellor is competent to sanction air passage at his discretion after going into the merits of each case.
17. Inspectors of Examination centres shall be paid One A.C.C fare. plus Rs.150/- per day of inspection inclusive of conveyance charges.
18. Examiners belonging to Provinces outside the territorial limits of the Punjab University are permitted to draw their T.A. plus halting allowance as due on completion of their work before proceeding on their homeward journey.
19. Travelling allowance on the basis of road mileage will be paid only if the journey is performed in private Car or full Taxi is hired for this purpose, provided that sanction of the competent authority is obtained for travelling by road, before undertaking the journey.

1. Registrar's No. D/600/Est., dated 30 January, 1975.

20. Research Assistants when their continuous stay in a village exceeds 10 days, can be paid daily allowance with the special order of the Vice-Chancellor only. They are, however, entitled to travelling allowance.
21. (a) Servants and Members of clerical staff including P.S. to Registrar and Secretary to Vice-Chancellor, are entitled to draw T.A. and D.A. in advance.
- (b) Ordinarily, officers equivalent to Gazetted officers' Grade are not entitled to draw advance T.A. and D.A. The Vice-Chancellor may, however, sanction advance to cover expenses on T.A./D.A. in deserving cases to University Officers of this category.
22. (a) Employees of the Govt. F.C. College required to attend meetings at the University Allama Iqbal/ Quaid-e-Azam Campus and the Lecturers participating in teaching on Inter Collegiate basis, be paid conveyance allowance at Rs. [100/]¹ per trip.
- (b) Employees of the Govt. F.C. College who are members of the Academic Council, Senate and the Syndicate will be paid [Rs.100/-]² per trip to attend meetings of these bodies.
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1. Finance and Planning Committee/Senate dated 25 June 2001.

2. Ibid.

GOVERNMENT OF THE PUNJAB FINANCE DEPARTMENT

APPENDIX I

NOTIFICATION

The 10th July, 1976

No. FD/Accounts/OSD/498- In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following Rules, namely:-

CHAPTER I

PUNJAB TRAVELLING ALLOWANCES RULES

General

- 1.1 **Short Title** - These rules may be called the Punjab Travelling Allowances Rules.
- 1.2 **Commencement** - They shall come into force at once.
- 1.3 The Travelling Allowances Rules in force in the Punjab immediately before the coming into force of these rules shall stand rescinded.
- 1.4 **Extent of application-** These rules shall apply to -
- (i) all Civil servants serving in connection with the affairs of the Punjab Government whose conditions of service, the Governor of the Punjab is competent to determine;
 - (ii) all officers belonging to the All-Pakistan Unified Grade in respect of whom the Governor of Punjab has been delegated the powers to frame the rules regulating their Travelling Allowances; and
 - (iii) Civil Servants on deputation with the Government of Punjab from the Federal Government or other Provinces of Pakistan, unless otherwise determined in any particular case.
- 1.5 **Definitions-** In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say __
- (a) **"Audit Officer"** means the Head of Office of Audit and Accounts subordinate to the Auditor-General of Pakistan and exercises audit functions in relation to those accounts on behalf of the Auditor-General of Pakistan;
 - (b) **"Authorised medical Attendant"** means a Medical Officer of Government required to attend on a Civil servant or his family under the rules relating to medical attendance on Civil servants;

- (c) **"Competent Authority"** in relation to the exercise of any powers means the Administrative Department concerned acting in consultation with the Finance Department, or any other authority to which such powers may have been delegated;
- (d) **"Controlling Officer"** means an officer declared as such for exercising supervision over the Travelling Allowance claims of a Civil Servant;
- (e) **"Day"** means a calendar day beginning and ending at midnight;
- (f) **"Family"** means a Civil servant's:-
 - (i) Wife or wives, or husband, as the case may be;
 - (ii) legitimate children and step-children under 12 years of age;
 - (iii) legitimate children and step-children more than 12 years old, but residing with and wholly dependent upon him; and
 - (iv) adopted child not more than 24 years old subject to the following conditions:-
 - (a) the Civil servant has no legitimate or step-child of his own;
 - (b) Prior approval of the Government is obtained for having adopted the child;
 - (c) Government's liability will be restricted to one adopted child only;
 - (d) adopted child will cease to be a member of the family if, after his adoption, the Civil servant has a legitimate or step-child of his own; and
 - (e) adopted child is residing with and wholly dependent upon him.

Explanation:- A Child not actually residing with a Civil servant but residing in the same station where the headquarters of the Civil servant are situated shall be deemed to be residing with the Civil servant.

- (g) **"Finance Department"** means the Finance Department of the Government of the Punjab;
- (h) **"Government"** means the Government of the Punjab;

- (i) **"Head of Department"** means any authority whom Government may declare to be Head of Department for the purposes of these rules and includes all Secretaries to Government and Heads of Attached Departments;
- (j) **"Head of Office"** means any officer designated as disbursing Officer or any other Civil servant declared to be the Head of Office by the competent authority;
- (k) **"Headquarters"** of a Government is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the records of his office are kept;
- (l) **"Local Authority"** means a local council, municipal corporation, municipal committee, municipality, zilla council, tehsil council, union council, union committee, town committee, body of port trustees or Commissioners, or other authority legally entitled to, or entrusted by the Government with the control of management of a municipal or local fund;
- (m) **"Month"** means a month reckoned according to the British Calendar;
- (n) **"Pay"** includes special pay, qualifications pay, personal pay, and any other emoluments which may be specially classed as pay by a competent authority, and in case a re-employed Civil servant whose pension is not wholly held in abeyance, pay includes the pension drawn by him provided that if the total of pay and pension exceeds the maximum of the pay scale of the post held during re-employment, the maximum pay of such scale shall be deemed to be the pay;
- (o) **"Public Conveyance"** means a railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- (p) **"Personal car"** is a car registered in the name of the Civil servant or in the name of any member of his family;
- (q) **"Prescribed"** means prescribed under these rules; and
- (r) **"Transfer"** means the movement of a Civil servant from one headquarters station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

1.6 **Nature of Travelling Allowance-**

- (1) Travelling Allowance is granted to a Civil servant to cover the expenses which he incurs in travelling in the interest of public service.

- (2) A Civil servant's claim to travelling allowance shall be regulated by the rules in force at the time the journey in respect of which the claim is made, is undertaken.

1.7 **Functions of Controlling Officers-** A Controlling Officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of public service may-

- (a) issue instructions limiting the extent of touring to be done by a subordinate officer;
- (b) If the subordinate officer is in receipt of a conveyance allowance or a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance or conveyance allowance; and
- (c) issue instructions to a subordinate Civil servant to regulate his touring in such a way as to minimize unnecessarily large claims for travelling allowance.

1.8 **Signature of Controlling Officer on Travelling Allowance Bill-** No bill for travelling allowance other than permanent Travelling Allowance or Conveyance Allowance shall be paid, unless it be signed or countersigned by the Controlling Officer.

1.9 **Bar on delegation of duty of counter signature-** Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

1.10 **Duties of Controlling Officer-** Before signing or countersigning a travelling allowance bill, the Controlling Officer shall:-

- (a) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) scrutinize carefully the distances entered in travelling allowance bills and satisfy himself by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- (c) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these rules the scale on which such personal effects, were transported was reasonable and to disallow any claim which, in his opinion, does not fulfill that condition;
- (d) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz., that the allowance is not to be a source of profit;
- (e) observe any subsidiary rules or orders which a competent authority may make for his guidance;

- (f) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and
- (g) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

1.11 **Journey on duty connected with a local authority-** When a Civil servant paid from the Provincial Consolidated Fund travels on duty connected with the affairs of a Local Authority (for which the Travelling Allowance is payable from the Local Fund), he should prepare a separate bill for such journeys but should forward such bill with the bill for the same month, if any, payable from Provincial Consolidated Fund, to the Controlling Officer for the latter bill, who will scrutinize the bills, and forward the bill payable by a local body to the local body concerned for necessary action under the Rules of the Local Fund.

1.12 **Journeys for which Travelling Allowance may be drawn-** Travelling Allowance may be drawn in respect of a journey performed for:-

- (a) for the purpose of tour;
- (b) on transfer;
- (c) on joining a first appointment;
- (d) on retirement, suspension, dismissal or termination of employment;
- (e) to attend a course of training or to appear at an examination;
- (f) to give evidence in a Court or to attend an inquiry or conference;
- (g) to obtain or furnish medical advice or treatment;
- (h) to attend a Darbar or an official function;
- (i) in attendance on an incapacitated Civil servant or member of his family; and
- (j) for any other purpose authorized by a competent authority.

1.13. **Journey within 16 kilometres-** The pay of a Civil servant is supposed to include the cost of maintaining a conveyance proper to his status, and therefore, ordinarily he is not to be paid any travelling allowance for journeys within 16 kilometres of the headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a Civil servant under the following circumstances:-

- (i) when he does intensive tour within 16 kilometres of his headquarters;
- or

- (ii) when on account of shortage of residential accommodation in a particular locality, a Civil servant has to reside at a considerable distance from his office.

1.14 **Conveyance Allowance-** Conveyance Allowance is of two kinds:-

- (i) that sanctioned on the condition that a particular type of conveyance will be maintained by the Civil servant;
- (ii) that sanctioned without any such condition being imposed.

1.15 **Conveyance Allowance during leave or Joining time-**

- (1) Conveyance allowance falling under rule 1.14 (i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Such a conveyance allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle and at half rates, in case of any other conveyance:

Provided that the post held by the Civil servant immediately prior to the leave or joining time carried the allowances:

Provided further that the conveyance is actually maintained by the Civil servant during the leave or joining time, as the case may be.

- (2) Conveyance allowance falling under Rule 1.14 (ii) will be admissible only for the period during which the Civil servant held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.

CHAPTER II

TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR

SECTION I

General

- 2.1 **Definition of tour-** A Civil servant is on tour when he is absent on duty from his headquarters, either within, or with proper sanction, beyond his sphere of duty.
- 2.2 In doubtful cases, a competent authority may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purposes of rule 2.1.

Note: When power is exercised under this rule a copy of the sanction briefly giving the grounds of sanction should be sent to the Audit Officer concerned.

- 2.3 **Civil servants who are not entitled to Travelling Allowance for Journeys on tour-** Where a competent authority has declared that the pay of a particular Civil servant or class of Civil servants has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the Civil servant's sphere of duty, such a Civil servant may not draw travelling allowance for such journeys though he may draw mileage allowance for journey by rail or steamer.

Such Civil servant or servants may, however, draw travelling allowance calculated under the ordinary rules for the entire journeys, including such part of it as is within his sphere of duty, when travelling with proper sanction beyond his or their sphere of duty.

- 2.4 **Distance to be travelled before Travelling Allowance is admissible-** Travelling Allowance may not be drawn for any journey during which a Civil servant does not reach a point outside the radius of 16 kilometres from his headquarters. The radius of 16 kilometres will be calculated with reference to the nearest practical route.

- 2.5 **Kinds of Travelling Allowance-** The following are the different kinds of travelling allowances, which may be drawn by Civil servants for journeys on tour:-

- (a) Permanent Travelling Allowance;
- (b) Mileage and Daily Allowance.

- 2.6 **Permanent Travelling Allowance-** A permanent monthly travelling allowance may be granted by a competent authority to any Civil servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Civil servant's sphere of duty and is drawn all the year round, whether the Civil servant is absent from his headquarters or not.

- 2.7 A permanent travelling allowance may be sanctioned on condition that a particular conveyance is maintained or without the imposition of any such condition.

- 2.8 **Admissibility of permanent travelling allowance-** In case a permanent travelling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the Civil servant concerned that a conveyance was in fact maintained by him.

Such allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle, and at half rates, in case of any other conveyance.

Provided that the post held by the Civil servant immediately prior to the leave or joining time carried the allowance.

Provided further that the conveyance is actually maintained by the Civil servant during the leave or joining time, as the case may be.

- 2.9 **Permanent Travelling Allowance-** Which is sanctioned without imposition of any condition as to the maintenance of a conveyance, is admissible only for the period during which the charge of a post to which it is attached is held, and is not admissible during leave or joining time.
- 2.10 A Civil servant deputed to undergo a course of training may draw a conveyance allowance or permanent travelling allowance for maintaining a conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.
- 2.11 **Permanent Travelling Allowance of two or more posts-** When a Civil servant holds, either substantively or in an officiating capacity, two or more posts, to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the travelling expenses which he has to incur.
- 2.12 **Permanent travelling allowance to cover cost of all journeys within sphere of duty-** Permanent Travelling Allowance is intended to cover the cost of all journeys within the sphere of duty of the Civil servant, who draws it, and such Civil servant may not draw any other travelling allowance in addition to the permanent travelling allowance for any such journey. If, however, the Civil servant travels outside the sphere of his duty, he may draw ordinary travelling allowance for such journeys in addition to permanent travelling allowance.
- [2.13 **Grades of Civil servants for purposes of mileage and daily allowance-** For the purposes of calculating Daily Allowance and mileage allowance, Civil servants are divided into grades as follows:-
- | | | |
|--------------------|--|-------------------------|
| (i) Category-I | Civil Servants in BPS-17 and above and all those in receipt of pay exceeding Rs/-6210 p.m. | (A.C.C) |
| (ii) Category-II | Civil Servants drawing pay exceeding Rs 2590/ p.m. but not exceeding Rs/-6205 | (1st class) |
| (iii) Category-III | All other civil servants excluding those in BPS-1 and 2] ¹ | (2 nd class) |
- 2.14 **Determination of grade of Civil servants in transit-**
- (1) A Civil servant in transit from one post to another ranks in the grade to which the holding of the lower of the two posts would entitle him.

1. Subs. Vide FD/SRI-8-11/83, dated 18th April, 1992.

- (2) If the initial order of transfer is modified while the Civil servant is in transit, his travelling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower grade: provided that if the initial order entitled him to travelling allowance in a higher grade, he may be allowed to claim travelling allowance admissible according to that grade on his certifying that he actually travelled by the mode of conveyance of the class admissible to an officer of the higher grade.

2.15 **Grade of part-time Civil servants-** A Civil servant whose whole time is not retained for the public service or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

2.16 **Revision of travelling allowance due to retrospective promotion or reversion-** The Travelling allowance of a Civil servant who, is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion, or reversion [or increase in pay]¹ and that on which is ordered, except when the promotion or reversion or increase in [pay]² implies a change of duties. In the case of travelling allowance bills audited before the order is issued, the Audit Officer should be guided by the facts known officially at the time of the audit, but, in the case of travelling allowance bills not presented or audited before the promotion is ordered, the Audit Officer should recognize the retrospective effect of the order.

2.17. When a Civil servant is permitted for his own conveyance to perform his duties at a station other than his headquarters, he is not entitled to draw any travelling allowance for the journeys to or daily allowance for halts at such station. A competent authority may decide what should be considered to be the place of duty of a Civil servant for the purposes of these rules.

2.18 **Higher rate of mileage and daily allowance-** The rate admissible for road mileage and daily allowance shall be 125 per cent of the rate admissible for road mileage under Section II, and daily allowance under Section III, respectively of this Chapter, if the journey is performed in the following areas:-

- (1) Area formerly known as 'excluded area' of Dera Ghazi Khan district.
- (2) Bhangikhel area in Mianwali district.
- (3)
 - (i) Patwari's Circles, Islamgarh, Chah Skheer and Khairgarh of Islamgarh Qanungo Circle in Rahim Yar Khan district.
 - (ii) Patwari's Circles, Phoolra, Marote and Jamsar of Marote Qanungo Circle in Bahawalnagar district.
 - (iii) Patwari's Circles, Ladamar, Maujgarh, Dingarh and Channanpir of Channanpir Qanungo Circles and Derawar, Bijnote and Rukanpur of Derawar Qanungo Circle in Sub-Tehsil Channanpir of Bahawalpur district.

1. Words added vide F.D's. Notification No. F.D/SRI-8-3/88 (P), dated 25th March, 1989.

2. The word "Salary" substituted for the word "Pay" Ibid.

- (iv) Patwari's Circles, Nawankot and Meerana of Islamgarh Qanungo Circle in Sub-Tehsil Islamgarh of Bahawalpur district.

- 2.19 **Competent authority may prescribe higher rates of travelling allowance for expensive localities-** A competent authority may prescribe a higher rate of daily allowance and mileage for a particular class of Civil servants or generally for travelling in particularly expensive area, or for any other special reasons to be recorded in writing.

SECTION II Mileage Allowance

- 2.20 **Definition and principles of calculation-** A mileage allowance is an allowance calculated on the distance travelled, which is given to meet the cost of particular journey, and is governed by the following principles:-

- (a) for the purpose of calculating mileage allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short;
- (b) the shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes;
- (c) If a Civil servant travels by a route, which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

- 2.21 **Different rates for different classes of journeys-** Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:-

- (1) Rail;
- (2) Sea or river Steamer;
- (3) Road:-
 - (i) Taxi;
 - (ii) Car;
 - (iii) Passenger Bus;
 - (iv) Motor Cycle;
 - (v) Cycle or on foot;
 - (vi) On animal back or in an animal driven carriage.
- (4) Air.

[2.22 **Mileage allowance for journeys by Railway-** For the purposes of calculating mileage allowance, Civil servants when travelling by railway shall be entitled to accommodation according to the following scale:-

[(a) **Category-I**

Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 6210/- p.m.

Accommodation of the highest class by whatever name be it called. (A.C.C.)

(b) **Category-II**

Civil servants drawing pay exceeding Rs. 2590/- p.m. but not exceeding Rs. 6200/- p.m.

First class (Sleeper) accommodation. If travelling on a line which does not provide Ist class (sleeper) the next lower class.

(c) **Category-III**

All civil servants excluding those in BS-1 and BS-2.

First class (Sitter) accommodation. If travelling on line which provides no Ist Class (Sitter) accommodation, the next lower class.

(d) **Category-IV**

Civil servants in BS-1 and BS-2.

Lowest class by whatever name be it called.]¹

2.23. The mileage allowance for a journey by railway admissible to a Civil servant is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class:

Provided that a Civil servant drawing pay exceeding Rs. 4,660/- per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a private servant with him, an additional third class fare.

Note:- (1) A Civil Servant who reserves his seat in a train for official business but subsequently due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by Railway Authorities before refunding the price of the tickets out of contingencies provided that it is certified by the Controlling Officer that -

- (i) cancellation was unavoidable and in the public interest; and
- (ii) the booking was cancelled at the earliest opportunity.

1. Amended, vide FD/SRI-8-11/83, dated 18th April, 1992.

Note:- (2) The provisions contained in note (1) shall *mutatis mutandis* apply where a Civil servant, on his transfer reserves his seat but due to unexpected change in the programme gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of family of the Civil Servant, provided that the reservation of seats for the members of family was made along with the reservation of the seat for the Civil servant concerned.

Note:- (3) Reservation charges and Airport Embarkation fee, if actually paid by a Civil servant, are included in the term "the amount actually paid" in Rule 2.23.

2.24 A Civil servant is required to travel by the class of accommodation for which travelling allowance is admissible to him, but if for any reason he or any other person for whom travelling allowance can be claimed under these rules, travels in a lower class of accommodation he shall be entitled to the fare of the class of accommodation actually used.

2.25 When through booking involves the payment for part of journey of rates for accommodation for a higher class than that to which the Civil servant concerned is entitled, the Civil servant may draw mileage allowance based on the higher rates for that part of the journey.

2.26 **Mileage allowance for journeys by Sea or by River Steamer-** For the purpose of calculating mileage allowance by sea or by river steamer Civil servants are entitled to the class of accommodation according to the following scale:-

(a)	A Civil servant of the First Grade.	Highest Class
(b)	A Civil servant of the Second Grade.	If there be two classes only on the steamer, the higher class, and if there be more than two classes, the second class.
(c)	A Civil Servant of the Third Grade	(i)If there be two classes only on the steamer, the lower class. (ii)If there be three classes, the second class. (iii)If there be four classes, third class.
(d)	A Civil servant of the Fourth Grade.	Lowest class.

2.27 The mileage allowance for journeys by sea or river steamer, admissible to a Civil servant is the amount actually paid, exclusive of diet, for travelling in the class of accommodation to which he is entitled.

2.28 If owing to the arrangements of classes on a steamer, the provisions of rule 2.26, if strictly construed, involved hardship, a competent authority may, in respect of particular journey or journeys generally, decide to what class of accommodation a Civil servant is entitled, and when so deciding, may direct whether the Civil servant should be granted the full or part allowance admissible for the higher class in which he is permitted to travel.

2.29 **Mileage allowance for journeys by road-** For journeys by roads mileage allowance is admissible at the following rates according to the different modes of travel.

- (a) Personal car, or by engaging a full taxi or any other means of public transport. [Rs. 3]¹ per kilometre.

Note-(1) Civil servants of the second Grade are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the Controlling Officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

Note-(2) Where a Government vehicle is provided for use by, and made available to Civil servant he shall not be entitled to any road mileage.

Note-(3) A Taxi, for the purpose of this rule means motor vehicle plying on hire and authorized to carry not more than eight persons.

Note- (4) This facility is not admissible to Civil servants of the Third and Fourth Grades.

- (b) **Borrowed Car:** A Civil servant travelling in a borrowed motor car may charge mileage allowance at the rate of [Rs 3/-]² per kilometre if he incurs the cost of propulsion himself. In the bill claiming the travelling allowance in such a case, the Civil servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

- (c) Motor-cycle, Scooter or Auto-Cycle. [Re. 1/-]³ per kilometre.

- (d) Bicycle, animal back or on foot. [50]⁴ paisa per kilometer.

- (e) Public transport plying for hire on single seat basis:-

(i) Civil servants in BS-7 and above [50 paisa]⁵ per kilometre.

(ii) Civil Servants in BS-6 and below [30 paisa]⁶ per kilometre.

- (f) Animal driven carriage. [40 paisa]⁷ per Kilometre.

Subject to the provisions of rule 2.30 these rates shall, except in the case of (e) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the Civil servant.

1. Amended vide Punjab Government Finance Department No. F.D.S.R.1-11/83, dated 3rd April, 1995.

2. Ibid.

3. Ibid.

4. Ibid.

5. Ibid.

6. Ibid.

7. Ibid.

Note -(1) The term "Personal Car" means a car as defined in rule 1.5(q) of these rules.

Note-(2) Where two or more Civil servants travel in the same conveyance, only that officer who either owns the conveyance or has hired it may draw mileage and daily allowance, while others may draw only daily allowance. A note showing the circumstances of such a journey should be made on the travelling allowance bill of each such officer.

Note-(3) Where a Civil servant, while travelling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

Note-(4) Mileage allowance shall be admissible from the residence of the Civil servant to the railway station or the airport, or the sea/river/port, as the case may be, at his headquarters and from the railway station or the airport, or the sea/river/port, to the place of his temporary residence at the out-station.

Note-(5) Civil Servants of the Ist Grade, who are entitled to travel by Air or by Railway, accommodation of the Highest Class, or by personal or borrowed car or by engaging a full taxi, shall also be entitled to travel by air conditioned public Transport and charge actual fair as mileage or mileage allowance.

Instruction-(1) Vouchers should be attached to every travelling allowance bill presented for payment particularly in respect of claims for hiring a whole vehicle, but where vouchers cannot be obtained, the Controlling Officer should certify that to the best of his knowledge the claim is correct. But when the whole conveyance is hired, a voucher should ordinarily be required.

A voucher should be attached to every traveling allowance bill in respect of claim for hiring a whole taxi. However a voucher will not be required in the case of journey between the residence at the headquarters and the residence at the headquarters and the residence at the temporary place of duty and *vice versa*.

Instruction-(2) The nature of the conveyance used should be certified on the travelling allowance bill.

Instruction-(3) All Controlling Officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which the Civil servants subjects to their control ordinarily travel.

Instruction-(4) Heads of Departments are not required to attach the vouchers to their travelling allowance bills, but should certify that the amount claimed was actually paid by them.

2.30 **Fractions of kilometre to be omitted-** In calculating mileage allowance for journeys by road, fractions of a kilometre should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey.

Explanation- Each complete journey on tour ends when the Civil servant returns to headquarters or to a place in which his headquarters are situated, whether he halts there or not.

2.31. **[Deleted]**¹

2.32 **Air Travel-** For purposes of these rules, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis.

2.33 [Civil Servants in BPS-17 and above and all those in receipt of pay exceeding Rs 6200/- p.m]² traveling by air and any other officer authorised by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.

[Note-(1) [Civil servants in BPS-17 and above and all those in receipt of pay exceeding Rs. 6200/- p.m]³ shall be entitled to travel by economy class when undertaking journey within the country or abroad.]⁴

[Provided that the Provincial Ministers and those equivalent in status to Provincial Ministers, and Secretaries to the Provincial Government holding posts in BPS-22 when traveling outside the country on tour/official duty, shall be entitled to travel by first class.]⁵

Note-(2) Wherever available a return ticket at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

Note-(3) The provisions of the notes below Rule 2.24 also apply in case of air journeys.

[Note-(4) Airport embarkation fee, where charged is included in the term “the fare charged for the air journey.”]⁶

[Instructions:

- (i) The cost of air tickets for travel to other countries should be drawn as advance by the administrative departments or the organizations concerned who should purchase the tickets. The P. I. A. should be paid through a cheque issued by the Accountant - General, Punjab, or by the concerned organization / agency. The cheque should be accompanied by ‘A’ form duly completed.
- (ii) In case where a person has been allowed by the Finance Department to travel by an airline other than PIA or where the services of a travel agent are unavoidable, cheques should be issued in favour of the travel agent.
- (iii) The advance for travel abroad in connection with training at the Pakistan Administrative Staff College, National Defence College, National Institute of Public Administration or other training institution be drawn and paid to the head of institution

1. Deleted vide Notification No FD/SRI-8-8/87, dated 2nd May, 1989.
 2. Subs. vide SRO No. FD-SRI-8-11/83, dated 3rd April, 1995.
 3. Ibid.
 4. Substituted vide Notification No. F.D/SRI-8-8/85, dated 1st March, 1988.
 5. Added vide Notification No. F.D/SRI-8-8/85, dated 27 March, 1988.
 6. Added vide F.D’s. Notification No. F..D/SRI-8-3/88(P), dated 25th March, 1989.

who should arrange to purchase the air tickets in accordance with the procedure laid down in these instructions.

- (iv) The PIA has been asked by the Finance Ministry to make air tickets non-transferable by and non-refundable to a passenger. In case of a change in the journey, the refund will be made to the administrative department of the organization.
- (v) In case where a person is entitled to travel by economy class, if the period of stay abroad permits and if a facility to a destination is available, only excursion tickets, by whatever name called, should be purchased.
- (vi) Used tickets should be attached to the adjustment TA bills. Reasons for failure to do so should be recorded on T.A. bills by the controlling officer of the officer concerned."¹

- 2.34 **Mileage allowance for a Civil servant not authorized to travel by air-** A Civil servant who is not authorized to travel by air but performs a journey by air can draw (i) travelling allowance that would have been admissible to him under Rule 2.34 if he had been authorized to travel by air; or allowance for a journey by rail, road, or steamer, whichever is less.

SECTION III

Daily Allowance

2.35. **Daily Allowance:**

- (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a Civil servant in consequence of such absence.
- (2) A day is to be reckoned from mid-night.
- [(3) Daily Allowance will be admissible at full rate when during the absence from headquarters a night is spent while being on tour.]²
- [(4) Daily Allowance will be admissible at half rate when the absence from headquarter is for more than 4 hour but no night intervenes the said absence.]³
- (5) A part of day less than [4 hours]⁴ is to be ignored for the purposes of daily allowance.
- (6) [Deleted]⁵
- (7) Notwithstanding anything to the contrary contained in sub-rules (3), (4) and (5) an officer availing H.O.R. Facilities will be entitled to draw for

1. Added vide F.D's. Notification No. F..D/SRI-8-3/88(P), dated 25th March, 1989.

2. Substituted vide SRO. No. F.D-SRI-8-11/83 dated 3rd April, 1995.

3. Ibid.

4. Substituted vide F.D's. Notification No. F.D./SRI-8-3/88(P), dated 25th March, 1989.

5. Deleted vide Punjab Government Finance Department No.FD/SRI-8-8/87 dated 25 August, 1988.

journey days daily allowance at full rate for a complete day and at half the rate for a half day or less.

[2.36 **Daily Allowance:**

- (i) Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic pay scales as under:-

BPS	SPECIAL RATES PER DAY (Rs.)	ORDINARY RATES PER DAY (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450] ¹

- (ii) A civil servant in [BPS-20]² and above and secretary to Government who stays in a hotel, guest house, inspection bungalow or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent subject to production of receipts/vouchers upto the following maximum per day [.....].³

(a)	Localities where special allowance is admissible	Three times the amount of special daily allowance
(b)	Localities where ordinary daily allowance is admissible.	one and-a-half times the amount of ordinary daily allowance.

- [(iii) A civil servant (other than in B.P.S-20 and above and secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club shall be allowed the actual room rent up to the maximum per day as given in sub-rule (ii) above. Such a civil servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.]⁴

- [(iv) The Provincial civil servants while traveling outside the province be allowed reimbursement of room rent charges subject to the same maximum as given in sub-rule (ii) above in respect of stay in a hotel besides guest/rest houses, lodges inspection bungalows and residential clubs.]⁵

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1. Amended vide Punjab Government Finance Department No. P.C.2-1-2001.
 2. Letter and Figures "N.P.S. 20" were substituted with the letters and figure "B.P.S 20" vide F.D's Notification No. F.D/SRI-8-3/88(p) dated 25th March, 1989.
 3. Deleted vide Notification No. F.D/SRI-8-8/87 dated 25th August, 1988.
 4. Substituted vide F.D's Notification NO. F.D./SRI-8-8/87, dated 25th August, 1988 and given effect from 1st August, 1988.
 5. Substituted vide Notification No. F.D./SRI-8-1/82, dated 26th March, 1986.

Note-(1) Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta and Rawalpindi.

Note-(2) For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the Civil servant from his office or residence, as the case may be, till the time of his return to his office, or residence, as the case may be.

Note-(3) The rate of daily allowance of Civil servant who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spent the major part of such day.

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a Civil servant will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more than half of the period of the incomplete day in question.

- [2.37 (i) A Civil Servant in BPS-20 and above who stays in a hotel, guest house, inspection bungalow or a residential club shall, in addition to the above daily allowance, be allowed re-imburement of actual single room rent, subject to production of receipts/vouchers up to the following maximum per day:-
- (ii) [A Civil servant (other than in BPS-20 and above and Secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club shall be allowed the actual room rent upto the maximum per day, as given below. Such a Civil servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day on stay in a hotel at Divisional Headquarters only.]¹
- (iii) Provincial Civil servants, while travelling outside the province, shall be entitled to re-imburement of room rent charges in hotels also, subject to the same conditions as given in (ii) above.
- (a) Localities where special daily allowance is admissible.
Three times the amount of special daily allowance.
- (b) Localities where ordinary daily allowance is admissible.
One and-a-half time the amount of ordinary daily allowance.

2.38. **Period for which daily allowance may be drawn-** Daily allowance may be drawn for the entire period of absence from headquarters, i.e., for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

Note- (1) A Civil servant who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

1. Amended vide Punjab Government Finance Department No. FD/SR1-8-8/87 dated 25 August, 1988.

Note-(2) A Civil servant who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

Note-(3) A Civil servant who during the course of his tour returns temporarily to headquarters on Friday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

2.39. **Maximum period for which Daily Allowance is admissible - (1)Daily allowance may not be drawn for a continuous halt of more than ten days at any one place.**

Provided that a competent authority may, if it is satisfied that prolonged halts are necessary in the interests of the public service, grant general or individual exemptions from the operation of this rule, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit.

Note-(1) In granting exemptions from the operation of this rule the competent authority may impose such conditions as it thinks fit. One such condition is the reduction in the amount of the daily allowance that may be drawn and the principle underlying this reduction is that the expense incurred by a Civil servant in respect of a halt at an out-station ordinarily decreases in proportion to the length of his stay at that station. This principle should be borne in mind by the authorities to whom power, under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first ten days in all cases except those which present very special features. Cases in which special treatment can be justified will be generally those in which the halt of a Civil servant at an out-station is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation.

Note-(2) Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.

2.40. **For the purposes for these rules:-**

- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the Civil servant's temporary headquarters;
- (b) A halt is continuous, unless terminated by an absence on duty at a distance from the halting place exceeding 16 Kilometres for a period of not less than three nights.

Provided that when a Civil servant returns to his headquarters, the halt is terminated, even though the return be for less than three nights.

CHAPTER III

TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER

- 3.1 **General conditions of admissibility-** Travelling allowance may not be drawn under this Chapter by a Civil servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- 3.2 When a Civil servant is transferred otherwise than for the Public convenience, a copy of the order of transfer shall be sent to the Audit Officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the Audit Officer shall assume that the Civil servant has been transferred, for the public convenience. In the case of subordinate Civil servant a certificate from the head of the office may be accepted in lieu of the copy of the order referred to above.
- 3.3 A competent authority may depute a Civil servant on duty outside his headquarters and order him to reside at a temporary headquarter for a period not exceeding three months. In such circumstances travelling allowance as on transfer will not be admissible and the Civil servant in question will only draw travelling allowance as on tour.
- 3.4 **Elements of the travelling allowance on transfer-** Travelling allowance for a journey on transfer is meant to cover -
- (a) the cost of transportation of the Civil servant and his family;
 - (b) expenditure incidental to the travelling of the Civil servant and his family;
 - (c) transportation cost of the personal effects of the Civil servant and his family; and
 - (d) in certain cases the cost of the transportation of conveyance or conveyances of a Civil servant.
- 3.5 Travelling allowance will be admissible in respect of all items of expenditure specified in rule 3.4 provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the Civil servant took over charge of the new post.
- 3.6 **Travelling allowance for journeys on transfer includes:-**
- (a) mileage allowance for the Civil servant and his family to cover the cost of their transportation;
 - (b) cost of transportation of the personal effects of the Civil servant subject to certain limits; and
 - (c) cost of moving motor car, or other conveyance under certain circumstances.

3.7 **Mileage allowance and transfer Grant-** Civil servant shall be granted the following:-

(a) Mileage Allowance-

- (i) In the case of a journey by rail mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.
- (ii) In the case of journey by modes other than rail, one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour.

Provided that where mileage is charged for journey by personal car or taxi, only a single mileage will be admissible.

(b) Transfer grant-

[Civil Servant possessing a family. One month's pay omitted by SRO No. FD-SR-8-11/83, dated 3rd April 1995.

Civil Servant not possessing a family	Half month's pay omitted by SRO No. FD-SR-8-11/83, dated 3 rd April, 1995.
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[Provided that if the civil servant is transferred within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.]¹

Explanation: [Deleted vide No. F.D. SRI-8-2/86, dated 3rd August, 1986.]

3.8 Subject to the provision of rule 3.13 a Civil servant is entitled under clause (b) of rule 3.6 to the cost of transportation of his personal effects not exceeding the following maxima:

<i>Grades of Civil Servants</i>	<i>If possessing a family</i>		<i>If not possessing a family</i>	
	<i>Maunds</i>	<i>Kg.</i>	<i>Maunds</i>	<i>Kg.</i>
Grade I	120	4500	60	2250
Grade II	80	3000	40	1500

1. Substituted vide Notification No. F.D./SRI-8-2/86, dated 3rd August, 1986.

Grade III	40	1500	20	750
Grade IV	15	560	10	375

Note- Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are Civil servants and are transferred from one station to a common destination. The wife would, however, be required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these rules.

- [3.9 Subject to the provisions of rules 3.14 and 3.15, a civil servant entitled under clause (c) of rule 3.6 to draw the cost of moving motor car or other conveyance, may draw the actual cost of transportation by [any means of transport at a cost not exceeding the expenditure for E.V.K. transport,]¹ at owner's risk of conveyance at the following scale:-

<i>Grade of the Civil Servant</i>	<i>Conveyance which he may transport</i>
First	Two horses, and in addition a motor car or a carriage or Motor cycle or an ordinary cycle.
Second	A horse, and in addition a motor car or carriage or motor cycle or an ordinary cycle.
Third	A horse or a motor cycle or an ordinary cycle.
Fourth	An ordinary cycle.] ²

- 3.10 For the purposes of these rules, the actual physical weight of personal effects carried by steamer should be taken into account, and not the theoretical weight as arrived at by the shipping companies according to their own formula for calculating the charge.
- 3.11 Subject to the prescribed maximum number of maunds/Kilograms a Civil servant may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased enroute, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount which he may draw for transporting personal effects shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

1. Subs. vide SRO No. FD-SRI-8-11/83, dated 3rd April, 1995.

2. Substituted vide F.D's. Notification No. FD/SRI-8-3/ 88 (P), dated 25th March, 1989.

3.12 Motor cars and other conveyances shall be deemed a part of personal effects for the purposes of these rules in all cases where a Civil servant is not entitled to travelling allowance for their transport under rule 3.9.

3.13 Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of [0.148 per kilo-metre per kilo-gram or 2.96 paise per kilo-metre per unit of 20 kilo-gram]¹ from the residence of the Civil servant at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried. (It will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects.)

Note- Civil servant claiming the cost of transporting personal effects is required *inter alia*:-

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) to indicate, in that certificate the weight of personal effects actually carried and the amount actually paid for their transport. The Controlling Officer has also to exercise the usual scrutiny of the claim.

3.14 In the case of transportation of motor car, the cost of transporting a driver or cleaner and in the case of transportation of horses, cost of transportation of syce may be drawn.

3.15 When a Civil servant transports his motor car, motor cycle and carriage by road between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of [Rs.1.20 per kilo-metre in respect of a motor car, 40]² paise per kilo-metre in respect of a motor cycle/scooter or horse.

Provided that if the Civil servant or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

3.16 **Procedural matters-** A Civil servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

3.17 **Civil servants taking over charge or handing over charge at a place other than his headquarters-** A Civil servant transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to:-

- (i) travelling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarter;
- (ii) travelling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarters.

1. Subs. vide SRO No. FD-SRI-8-11/83, dated 3rd April, 1995.

2. Ibid.

- 3.18 **Deputation for training-** A Civil servant who, in consequence of his transfer or deputation on a course of training, in which travelling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training may draw travelling allowance for his family to own other station, subject to the condition that it does not exceed the travelling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.
- 3.19 **Civil servant appointed to a new post while in transit-** A Civil servant appointed to a new post while in transit from one post to another, is entitled to draw travelling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journeys from the place at which he receives such orders to his new station.
- 3.20 **Civil servant transferred after enjoying leave-** A Civil servant who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance as on transfer from his old to his new post.
- 3.21 When a Civil servant under the administrative control of the Government of Punjab is transferred to the control of another Government, his travelling allowance for the journey to join his post under that Government and for the journey on reversion to a post under the Government of Punjab, will be governed by the rules regulating travelling allowance on transfer of that Government.
- Note-** The Controlling Officer for the purposes of travelling allowance for the journey of Civil servant to join his post under another Government as well as for the journey on reversion to a post under the Government of Punjab, shall be the Controlling Officer in regard to his post under that Government.
- 3.22 The travelling allowance of a Civil servant both when proceeding on transfer to a foreign service and when reverting to duty under Government shall be borne by the foreign employer.
- Note-** The above rule applies even in case in which a Civil servant in foreign service takes leave before returning to duty under Government.
- 3.23 A local body employee transferred to officiate in a post under Government is entitled to travelling allowance for the journey, to join his post under Government and also for the return journey under these rules.
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CHAPTER IV

TRAVELLING ALLOWANCE FOR JOURNEYS OTHER THAN THOSE ON TOUR OR TRANSFER

SECTION I

Journeys on First Appointment to Government service and on retirement, dismissal or termination of an appointment

- 4.1 (1) Unless a competent authority by special or general order so permits travelling allowance is not admissible to any person appointed to a post in Government service, who is not at the time holding any appointment under Government, for the journey to join his post.
- (2) Travelling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Government service.

- 4.2 A person holding a permanent post substantively under another Government may be granted travelling allowance to join a post under the Government of Punjab, and while reverting to his parent Government:-

Provided that no such allowance will be admissible on reversion, if the reversion is at the request of such person.

- 4.3 Unless a competent authority so permits, no person is entitled to any travelling allowance for a journey made after dismissal from Government service or after termination of his service under Government:-

Provided that -

- (i) a Civil servant retiring from Civil service may draw travelling allowance as on transfer from his last headquarters to the place where the Controlling Officer certifies he is due to settle.
- (ii) the family of Civil servant who dies while in service shall be entitled to travelling allowance as on transfer.
- 4.4 Travelling allowance under rule 4.3 will be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than six months of the date of actual retirement from Government service.
- 4.5 Except as otherwise provided travelling allowance under this Section should be calculated as for a journey on tour, but no daily allowance may be drawn for halts. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.

- [4.5-A (a) Where under the rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. The air fare

claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.

- (b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.]¹

SECTION II

Journey on a course of training

- 4.6 When a Civil servant, or a student not already in Government service, is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw -
- (a) travelling allowance for the first journey to and the last journey from, the place of training and for halts at such place;
- (b) in the case of training at a school, college or similar institution, travelling allowance for similar journey on the occasion of holidays and vacation and
- (c) travelling allowance for a journey during the course of training:
Provided that the scale so fixed shall not exceed that admissible to Civil servant of similar status on duty at the place of training.

Note- When a Civil servant is deputed to receive training at any of the Pakistan Army Schools of Instructions, he should be permitted to draw, instead of house rent or local allowance daily allowance equal to messing charges levied by the Army Institutions, in accordance with his status. This note will apply when it is certified by the authorities of the institution concerned that it is compulsory for a trainee to lodge and board at the Institutions or that it is not possible to make any cheaper arrangement outside.

SECTION III

Journey to give evidence in a Court, to attend an Inquiry or Conference

- 4.7 (1) A Civil servant permitted at his request to attend a meeting or conference held in Pakistan, and if any Government interest is served thereby, may be paid a single return railway fare for the journey without any road mileage or daily allowance.
- (2) Mileage and daily allowance, etc., as for a journey on tour, are, however, admissible when an officer is officially deputed to attend a meeting.
- 4.8 (a) A Civil servant appointed as a member of a Committee, Commission or Board constituted by Government, may draw travelling allowance as for journey on tour.

1. Rule 4.6 added vide Notification No. FD/SRI-8-27/87, dated 26th January, 1986 was re-numbered as Rule 4.5-A vide Notification No. FD/SRI-8-3/ 88 (P), dated 25th March, 1989.

- (b) A Civil servant who is appointed to assist at a departmental enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of an official and undertakes any journey in connection with such enquiry or investigation is entitled to travelling allowance as for a journey on tour.

4.9 (1) **A Civil servant summoned to give evidence-**

- (a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan or in foreign territory, provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties; or
- (b) before a committee appointed by Government; may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him;

Provided that if the Court by which he is summoned is situated within 16 kilo-metres of his headquarters or within municipal limits of the town where his headquarters are located, whichever may be farther, he may, if not in receipt of any permanent travelling allowance or conveyance allowance, accept such payment of actual travelling expenses as the Court may make.

(2) **When a Civil servant draws travelling allowance under sub-rule (1)**

- (i) If the Court or authority by which he was summoned be in Pakistan, he may not accept any payment of his expenses in connection with the Journey from such Court or authority, and any fee which may have been deposited in the Court or with the authority for the travelling and subsistence allowance of the witness must be credited to Government; and
- (ii) If the Court or authority by which he was summoned be in foreign territory, he may receive from the Court or the authority such payment of his expenses as may be admissible to him under the rules of the Court and credit the amount to Government, stating in his travelling allowance bill the amount received, the treasury in which it has been credited and the date of credit, and where no amount is paid to him by the Court he should ascertain the reason therefore and state them in his traveling allowance bill.

Note-(1) If the Court in which he gives evidence is situated within 16 kilo-metres of his headquarters or within municipal limits, whichever may be farther, and no travelling allowance is, therefore, admissible for the journey, he may if he be not in receipt of permanent travelling allowance or conveyance allowance, accept such payment of actual travelling expenses as the Court may make.

Note-(2) A Civil servant summoned to give evidence while on leave or on vacation is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he were on duty.

Note-(3) When a Civil servant summoned as a witness in a criminal case, or a civil case claims travelling allowance under this rule, a certificate from the Court, should be attached to the bill showing the amount of travelling or subsistence allowance which he has been paid under the rules of the Court.

Note-(4) This rule applies also to a Civil servant in foreign service, provided the facts to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

- 4.10 **Other cases-** A Civil servant summoned to give evidence in circumstances other than those specified in rule 4.9 or to attend a Court of Law as assessor or Juror is not entitled by reason of his position as a Civil servant, to any payment other than that admissible by the rules of the Court. If the Court pays him any sum as subsistence allowance or compensation apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.
- 4.11 A competent authority may sanction travelling allowance as for a journey on tour in a case in which a Civil servant has to undertake the journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Government has decided to undertake his defence at public cost.
- 4.12 Travelling allowance as for a journey on tour is admissible to a Civil servant proceeding in his Official capacity to a police station to lodge a complaint or give information of an offence but no allowance is admissible to a Civil servant summoned by a police officer to give evidence before him.
- 4.13 **Persons attending commissions of Inquiry, etc.**
- (a) (1)When any person, not being a Civil servant, but including an employee of the Government of Pakistan or other Provincial Government is required to attend any meeting of a Provincial Commission of inquiry or of a board, conference, committee, or Departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity competent authority may grant him travelling allowance for the journey calculated under the ordinary rules for the journey of a Civil servants on tour, and for such purpose may declare, by general or special order the grade to which such person shall be deemed to belong.

Provided that a competent authority may, in its discretion, grant to the person concerned his actual travelling, hotel and carriage expenses, instead of travelling allowance, where it considers that such allowance would be inadequate.

- (b) A competent authority may delegate the power conferred upon it by clause (a) of this rule to the Civil servant presiding over the meeting of the Commission or other body which the person concerned is required to attend.
- (c) Travelling allowance is not admissible to private Legal practitioners employed in cases on behalf of Government unless they are officiating as Public prosecutors.

- (d) Non-officials may be allowed by a competent authority travelling allowance (including daily allowance and conveyance allowance) according to their status for helping Government in its various activities.

SECTION IV

Journey to give or obtain Medical Advice

- 4.14 (1) When the place at which a Civil servant falls ill is not the headquarters of the authorised medical attendant -
- (a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; and
- (b) if the patient is too ill to travel and under the rules applicable to him is in such circumstances entitled to the attendance of the authorised medical attendant at his residence, the authorised medical attendant shall be entitled to travelling allowance for the Journey to and from the place where the patient is.
- (2) A claim for travelling allowance under sub-clause (a) of clause (1) of this rule shall be accompanied by a certificate from the authorised medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.
- 4.15 (1) If the authorised medical attendant is of the opinion that the case of a patient entitled to treatment under the rules relating to medical attendance on Civil servants, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may with the approval of the Director of Health Services (which shall be obtained before hand, unless the delay involved entails danger to the health of the patient)-
- (a) send the patient to the nearest specialist or other medical officer in Punjab by whom, in his opinion medical attendance is required for the patient, and in the case of anti-rabic treatment, to the nearest station in Punjab where such treatment is available; or
- (b) if the patient is too ill to travel and is under the rules applicable to him entitled to medical attendance at his residence, summon such specialist or other medical officer to attend upon the patient.
- (2) A patient sent to a specialist or anti-rabic station under clause (1) of this rule shall, on production of a certificate from the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or other medical officer, or as the case may be, the place of anti-rabic treatment.

- (3) A specialist or other Medical Officer summoned under sub-clause (b) of clause (1) shall, on production of a certificate from the authorised medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

4.16 When a Civil servant is required under the orders of the Head of his office to obtain the Counter-Signature of a Medical Board or a Medical Officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw travelling allowance for the journey undertaken to appear before such Board of Medical Officers.

4.17 If a Civil servant being stationed at a place where there is no Medical Officer of Government, is required to obtain a medical certificate from a Medical Officer of Government in support of an application for initial grant of leave he may draw travelling allowance for the journey undertaken to obtain that certificate.

Note- Travelling allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.

4.18 If a Civil servant, having obtained a medical certificate in support of an application for an initial grant of leave is required to appear before a Medical Board or to appear before a nominated Medical Board or to appear before nominated Medical Officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion.

Note- Travelling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.19 A Civil servant directed by his official superior, in the interest of the public service, to apply for invalid pension may, if he be required to undertake a journey in order to appear before Medical Board, draw travelling allowance as on tour:

Provided that his travelling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

4.20 A Civil servant who has been directed to apply for or is in receipt of a wound or disability pension from Government, may draw travelling allowance for journey to obtain a certificate from a Medical Board for the grant of or the continuance of such pension.

4.21 A competent authority may allow travelling allowance to a Civil servant who voluntarily applies for an invalid pension:

Provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

4.22 (1) When a Civil servant suspected to be suffering from tuberculosis is required after examination by the District Health Officer of the District in which he is serving or if he is too ill to go to the district headquarters, by the Medical Officer-in-Charge of the local or nearest hospital or dispensary, to proceed for X-Ray, Laboratory or other examination to the nearest station where such facilities are available, he

may, on production of a certificate from the District Health Officer or the Medical Officer, as the case may be, draw travelling allowance for the journey performed by him to and from the place of examination as on tour.

- (2) The journey under this rule should not be undertaken without the previous permission of the Controlling Officer, if such permission can be obtained without risk to the Civil servant.

4.23 Travelling allowance under Rules 4.14, 4.15 and 4.20 should be calculated as for a journey on tour provided that no allowance shall be drawn for halts on the journeys, while travelling allowance under other rules of this section may be allowed as for journeys on tour.

4.24 (1) Medical Officer of Government who considers that a Civil servant on whom it is his duty to attend professionally should leave his station to obtain medical advice or treatment or to proceed on leave and that is unsafe for him to travel unattended may, if he does not himself accompany him, arrange for an attendant to do so; and the attendant -

(a) if a Civil servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; and

(b) If not a Civil servant may draw actual expenses.

- (2) When the Medical Officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

Note- An Overseer, Nurse, or other person, attending on or escorting an insane or sick Civil servant, should, when travelling in the same compartment with him be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

SECTION V

Journeys to attend Durbars and Ceremonial Functions, etc.

4.25 A Civil servant who is required to attend investiture ceremony or Durbar or leave elsewhere than at the headquarters may draw travelling allowance for the journey as for a journey on tour.

Note- No travelling allowance is admissible to a Civil servant for attending a function with which he is not officially connected though he may have received a courtesy invitation for the same. It is for the Head of the Attached Department concerned or where he is the Head of the Attached Department the Administrative Secretary of the Department concerned to see, while permitting a Civil servant to be present at a function, if he is really required to attend it in the public interest, and if so whether travelling allowance should be permitted for the journey as for a journey on tour. If several Civil servants of one and the

same department attend a particular function, it should also be seen whether the same conveyance cannot be shared by all of them.

4.26 When a Commissioned Officer belonging to the Defence Forces of Pakistan whether on the active or the retired list, is invited to attend a Durbar or levee at a place other than at which he is stationed or has his residence, a competent authority may grant him travelling allowance for the journey subject to the following limits:

- (i) For the journey from his station or place of residence to the place at which the Durbar or levee is held and back to his starting point, single railway and steamer fares actually paid, plus actual travelling expenses for journeys by road subject to the maximum admissible to a Civil servant of the first grade when on tour.
- (ii) For halts at the place at which the Durbar or levee is held daily allowance of Rs. 5/-.

4.27 **Journey in connection with Local Fund-**

- (a) Except as provided in clause (b) the travelling allowance to Civil servants for journeys performed in connection with the affairs of a Local Authority is governed by the rules of the Local Fund and is payable from the Local Fund.
- (b) When a Civil servant, who is an ex-officio member of a local body travels to attend meeting of the local body or when a Civil servant travels for purposes of supervision or control of the affairs of a local body as part of his regular duties, his travelling allowance shall be paid by Government and shall be governed by these rules.

Note- The instructions contained in rule 1.11 should be carefully observed when preparing travelling allowance bills under this rule.

4.28 **Journey during vacation-** No travelling allowance is admissible to a Civil servant of a Vacation Department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to headquarters during his vacation.

4.29 **Journey in attendance on an incapacitated Civil servant-** If a Civil servant, under the advice of a District Health Officer or other Medical Officer of Government whose duty it is to attend him professionally is required to travel to "an other place", either when proceeding on leave or in order to obtain further medical advice, and the Medical Officer considers that it would be unsafe for him to make the journey unattended, the Medical Officer may either himself accompany the patient to his destination or arrange, that some other person shall do so. In that case, the attendant if a Civil servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Civil servant, he shall be entitled to actual expenses.

CHAPTER V

TRAVELLING ALLOWANCE WHEN THE MEANS OF TRANSPORT ARE PROVIDED WHOLLY OR PARTLY FREE OF COST

- 5.1 **H.O.R. facilities-** A competent authority may grant to any Civil servant, the general right to reserve by requisition an inspection carriage, an eight-wheeled tourist car, an ordinary first class carriage of two compartments or an ordinary first class compartment when travelling by railway on tour.
- 5.2 The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Authorities.
- 5.3 When a Civil servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any Railway station at his request.
- 5.4 When a Civil servant for whom special railway accommodation is provided, or who is entitled under these rules to reserve railway accommodation by requisition, travels in such reserved accommodation on tour:
- (i) the entire cost of haulage is borne by Government;
 - (ii) unless it be otherwise expressly provided in these rules, any person travelling with the Civil servant in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for travelling allowance in respect of a journey performed in reserved accommodation, the Civil servant reserving the accommodation, must specify the number of persons who travelled with him and certify that necessary tickets were purchased by them.

Note-(1) The Civil servant reserving the accommodation shall before beginning the journey, have the number and other details of the tickets purchased from the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced, in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fares realized by the Railway.

Note-(2) Where only debits are received by the Audit Officer on account of railway requisitions in respect of which no travelling allowance bill has been preferred, the Audit Officer will obtain a certificate from the Civil servant who has travelled in the reserved railway accommodation to the effect that the journey covered by the requisition was performed in the interest of public service.

Note-(3) A Personal Assistant, a Stenographer or a Clerk holding a ticket for the class of accommodation in which he is entitled to travel according to his grade may travel with the high official in his reserved accommodation but in that case the higher official will have to certify in the bill for travelling allowance that it was in the interest of the public service that the Personal Assistant, Stenographer or Clerk should have travelled with him in reserved accommodation and that the Personal Assistant, Stenographer or Clerk actually purchased a ticket for the class of accommodation to which he was entitled. In such a case the cost of the

said ticket will not be deducted from the charge on account of haulage of reserved accommodation payable to the Railway.

Note-(4) A Civil servant who is entitled to reserve by requisition a first class compartment may recover, when travelling by railway in such a compartment his actual travelling expenses up to maximum of a first class fare.

5.5 The amount of luggage which may be transported free of cost by a Civil servant travelling in reserved accommodation is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.

5.6 **Free transit otherwise than in accommodation reserved by requisition-** When a Civil servant is entitled to or is allowed free passage by (steamer whether on a free pass or otherwise, or travels by road in a staff car or other) conveyance provided by Government or a local authority, he is not entitled to any (mileage for the journey but when the journey is performed by rail the Civil servant may draw) mileage allowance equal to one of the railway fare he is entitled to.

Note- (a) This will not be applicable to-

- (i) Officers and men of Railway Police;
- (ii) Medical Officers lent to the Railway Department; and
- (iii) any other Civil servant or class of Civil servant whose duties involve constant travelling by railway except in cases where the competent authority may declare it to be applicable.

(b) When such a Civil servant makes a journey by railway on tour-

- (i) he is entitled to a free pass under the Free Pass Rules of the Railway or to the fares for himself and the servants and luggage accompanying with him which a free pass would cover;
- (ii) he may draw Daily Allowance for any day on which he is absent from his headquarters for more than 8 consecutive hours;
- (iii) he may not exchange for mileage allowance the allowances admissible under sub-clause (i) and (ii);
- (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 8 Kilometres from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration from the absence of his headquarters.

5.7 When a Civil servant in receipt of permanent travelling allowance uses a free pass on a railway or steamer within his sphere of duty, or travels by road in a free conveyance, the amount of the mileage allowance to which he would have been entitled if he had not travelled free, shall be deducted from his permanent travelling allowance for the month during which he so uses a free pass or a free conveyance.

5.8 **Civil servant entitled to travel in a higher class on payment of a lower fare:-** When a Civil servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be limited to the amount of the fare actually paid.

5.9 The following rules have been prescribed in respect of the drawing of travelling allowance by Civil servants who accompany the Governor of Punjab.

(i) If the Civil servants travel in the Governor's special train the travelling allowance which they would ordinarily draw shall be reduced by the amount of the fare which, but for such free passage, they would have paid.

Note- No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.

(ii) If the Civil servants travel in an ordinary train they would purchase their own tickets and draw the ordinary travelling allowance.

Note- No recoveries are necessary in this case unless their fares are in the first instance advanced from the Tour Fund, in which case the accounts of the Fund should be adjusted by the Military Secretary.

(iii) In all cases where full travelling allowance is claimed by the Civil servants, it should be certified on the bills that the journey was performed by an ordinary train, or in an extra carriage attached to the Governor's Special Train. On the authority of such a certificate and on the understanding that the account of the Governor's Tour Fund will (if necessary) be adjusted by the Military Secretary, the travelling allowance charged by the Civil servant will be passed in full.

CHAPTER VI

RULES GOVERNING TRAVELLING ALLOWANCE AND HILL STATION ALLOWANCE ADMISSIBLE TO THE OFFICERS AND STAFF OF THE GOVERNOR SECRETARIAT ACCOMPANYING THE GOVERNOR TO A HILL STATION IN SUMMER SESSON.

SECTION I

- 6.1 The rules in this Chapter shall be applicable only to the officers and the staff of the Governor's Secretariat accompanying the Governor to the Hill Station.

Explanation- For the purposes of this Chapter 'Hill Station' means Murree or any other Hill Station specified by the Governor in this behalf.

- 6.2 A Civil servant, to whom the rules in this Chapter apply, who is required to move to a Hill Station may draw for the initial journey to and the final return journey from the Hill Station mileage and daily allowance as follows:

- (i) mileage and daily allowance for himself and for each member of his family;
- (ii) one extra mileage allowance, as for himself, to cover miscellaneous expenses of the journey provided that if he is holding a ministerial post and travels with his family, two additional mileage allowance as for himself will be allowed.

Note-(1) For the purposes of this rule a member of a Civil servant's family should be held to have accompanied the Civil servant if he/she arrives at the Hill Station two months before or one month after the Civil servant, or arrives at the Headquarters one month before or after the Civil servant.

Note-(2) Members of the family of the Civil servant moving to the Hill Station who are entitled to draw Travelling Allowance will do so only on the first move to the Hill Station and the final move down. Beyond these two journeys they will not be entitled to any Travelling Allowance.

Note-(3) In case the Civil servant's children are at a School or College of which the term begins or ends more than two months before or one month after the Civil servant moves to the Hill Station, the limit of two months or of one month, as the case may be, may on the production of the following certificate be exceeded to cover the date of beginning or end of the term and for the examinations which may fall immediately or very soon after the conclusion of the term. The certificate shall be recorded by the Civil servant himself if he is holding a post in BPS-16 or above and in any other case by the Controlling Officer.

CERTIFICATE

- I. certify that son/daughter of is a student in. school/college which closes on and reopens on
2. The last date of his/her examination at the close of term is/was

Signature

Date

Drawing/Controlling Officer

Note-(4) The claim for Travelling Allowance on account of the members of family should be supported by a certificate signed by the Civil Servant himself and in case the Civil Servant is in scale lower than BPS-16 counter-signed by Controlling Officer stating:-

- (a) the number and age of the members of the family and their relationship with the Civil servant;
- (b) that they are wholly dependent and residing with him ; and
- (c) that they accompanied the Civil servant (within the meaning of this rule) read with note (2) to the Hill Station and for on his final return therefrom.

Note-(5) For the special reason to be recorded on the Travelling Allowance bills the Controlling Officer may apply these rules to other members of the family as included in the definition of family as given in rule 1.5.

- 6.3 A Military Officer on the personal staff of the Governor required to move to the Hill Station may draw charges for the conveyance of his horses according to his rank under the rules in force for Military Officers.
- 6.4 If a Civil servant to whom the rules in this Chapter apply for any reason (e.g., having travelled in a special train) does not pay for any of his travelling expenses such as rail fare, cost of conveyance or baggage or personal attendant, etc., the amount of the travelling allowance admissible to him under these rules should be reduced to the extent to the expenses which he would otherwise have incurred on such journey.
- 6.5 If a Civil servant in case other than provided in the foregoing rule, or any member of his family for whom travelling allowance is admissible under this chapter, proceeds to the Hill Station or returns from a Hill Station to the Headquarters, as the case may be, by a route other than the normal route, he may draw travelling allowance for such journey limited to that normally admissible to him.
- 6.6 If a Civil servant to whom the rules in this Chapter apply while at the Hill Station obtains leave on medical certificate and is obliged to travel to Headquarters for such treatment, he may draw his actual travelling expenses to

Headquarters and back, limited to what is absolutely necessary, and not exceeding in any case the amount admissible under these rules for the normal journeys.

SECTION II

Hill Station Allowance

- [6.7 A civil servant to whom the rules in this chapter apply shall be entitled, for the period of his residence at the hill station and for the joining time allowed for moving to and from the hill station, to hill station allowance at the rate of 25 per cent of his basic pay subject to a maximum of Rs. 200 per mensem.]¹

Note-(1) Subject to the condition that he returns to the Hill Station to resume his residence there, a Civil servant who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the Travelling Allowance admissible under the rules when they accompany officers on tour or on other duties away from the Hill Station.

Note-(2) A Civil servant in receipt of House Rent Allowance at the headquarters shall continue to draw that allowance in addition to the Hill Station Allowance during his stay at the Hill Station.

- 6.8 **[Deleted]**²

- 6.9 A Civil servant on leave on medical certificate at Hill Station may if no extra expense (other than the medical facilities provided under the Medical Attendance Rules) is caused to the Government, draw the Hill Station Allowance in full during such leave.

SECTION III

General

- 6.10 A Civil servant residing at the Hill Station may draw his pay and the allowance admissible under these rules either at the Hill Station or his headquarters or partly at the Hill Station and partly at the Headquarters.

Note- A last pay certificate is not required to enable pay to be drawn under the rule.

- 6.11 **Advance of pay and travelling allowance-** A Civil servant to whom the rules in this Chapter are applicable, when proceeding to or from the Hill Station, shall draw advance of Pay/T.A. as follows:

- (a) **A civil servant** holding a post of BPS-16 and above may draw an advance of pay (including allowances) for the month in which he leaves

1. Substituted vide F.D.'s Notification No. FD.SRI-8-3-/88(P), dated 25th March, 1989.

2. Deleted vide Finance Department No. FD/SRI-8-3/88(P), dated 23 March, 1989

the Headquarters or the Hill Station, as the case may be, and of his travelling allowance and that of his family on written sanction of the Controlling Authority.

- (b) **Other Civil** servant may draw the pay (including allowances) for the month in which he leaves the Headquarters or the Hill Station, as the case may be, and also travelling allowance advance for himself and of his family by or on the countersignature of the Head of the Office.

Note- Temporary Civil servants are not entitled to advances of pay, travelling allowances and other allowances under this rule unless the sanctioning authority is satisfied that the advances would be recovered from the Civil servant concerned before his term of appointment expires.

- 6.12 (1) Advances of travelling allowances under clauses (a) and (b) of rule 6.11 must be adjusted by bill within a fortnight after the Civil servant's arrival at his destination.
- (2) Recovery towards the advance of pay from such Civil servants should be made from their pay in three equal monthly instalments.
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APPENDIX II

Letter No. . F. D./ S. R.-1-8-5/86 dated 27 July, 1987, issued by the Secretary to Government of the Punjab, Finance Department.

Subject: **TRAVELLING ALLOWANCE RULES**

Sir,

I am directed to state that the Governor of the Punjab has been pleased to decide that the rates of transfer grant, transportation of motor car/motor cycle/scooter by road, mileage allowance and daily allowance shall be revised as under with effect from 1.7.1987:-

[Daily Allowance:

Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic pay scales as under:-

BPS	SPECIAL RATES PER DAY (Rs.)	ORDINARY RATES PER DAY (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450] ¹

- (i) Civil servant in BPS-20 and above who stays in a hotel, guest house, inspection bungalow or a residential Club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts, vouchers up to the following maximum per day.
- (ii) [A Civil servant (other than in BPS-20 and above and Secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club, shall be allowed the actual room rent upto the maximum per day, as given below. Such a Civil servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges, relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only:]²
- (iii) Provincial Civil servants, while travelling outside the Province, shall be entitled to re-imburement of room rent charges in hotels also, subject to the same conditions as given in (ii) above.

1. Amended vide Punjab Government Finance Department No. P.C.2-1-2001, dated 22-10-2001.

2. Amended/Revised by the Punjab Government, Finance Department No. FD/SRI-8-8/87 dated 25 August, 1988.

- (a) Localities where special daily allowance is admissible. Three times the amount of special daily allowance.
- (b) Localities where ordinary daily allowance is admissible. One and a half times the amount of ordinary daily allowance.
3. **Gradaation of civil servants-** For the purpose of travelling allowance the gradation of civil servants shall be revised as under:-
- | | |
|-----------|--|
| Grade I | Civil servants in BPS-17 and above and all others in receipt of pay exceeding Rs. 6,200/- per month. |
| Grade II | Civil servants drawing pay exceeding Rs. 2,590/- but not exceeding Rs. 6,200/- per month. |
| Grade III | All other civil servants in receipt of pay up to Rs. 2590/- p.m. |
| Grade IV | Civil servants in BPS-1 and 2. |
4. **Transfer Grant-** The amount of transfer grant in respect of a Civil servant possessing a family shall be equal to one month's pay subject to a maximum of Rs. 4,000/-
5. **Travel by air for journeys abroad-** Civil servants in Grade 20 and above shall be entitled to travel by air in Ist class on duty outside Pakistan. For the portion of journey, if any, lying within Pakistan such Civil servants shall travel by economy class as at present.
6. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the above paragraphs.
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CHAPTER III-- RULES FOR PAYMENT OF MILEAGE ALLOWANCE FOR JOURNEY BETWEEN THE ALLAMA IQBAL CAMPUS AND THE QUAID-I-AZAM CAMPUS¹

1. Chairmen of Departments and other class "A" Officers whose normal place of duty is at the Allama Iqbal Campus or the Quaid-i-Azam Campus and are required to go on official work to the other campus, shall be paid road mileage for journeys made by them on official business between the Allama Iqbal and Quaid-i-Azam Campus, according to the scale prescribed in the travelling rules, irrespective of the fact whether they travel in their personal cars or hire taxi, subject to the maximum of [Rs 300]² for the round trip and subject to the condition that they certify that they travelled in their personal cars or hired a taxi, as the case may be.

Note-(1) This rule shall not apply to officers going regularly from one Campus to the other. In such cases, permanent monthly travelling allowance may be granted under the rules.

Note-(2) A personal car is a car registered in the name of the Officer or his wife or her husband as the case may be, or his or her brother or father.

Note-(3) Road mileage for journeys in a taxi as provided above is admissible subject to the condition that all accommodation in the taxi is reserved by such officer.

Note-(4) Where two or more officers travelled in the same conveyance, only that officer who either owns the conveyance or has hired it may draw road mileage.

Note-(5) Where a University vehicle is provided for use by and is made available to an officer or officers, such officer or officers shall not be entitled to any road mileage.

Instruction: 1. Vouchers should be attached to every Travelling Allowance bill presented for payment particularly in respect of claims for hire of vehicle, but where vouchers cannot be obtained, the Controlling Officer should certify that to the best of his knowledge the claim is correct. But the vouchers should ordinarily be required.

Instruction: 2. The nature of the conveyance used should be certified on the travelling allowance bill.

Instruction: 3. Heads of Departments are not required to attach vouchers to their travelling allowance bills but should certify that a taxi was hired by them.

Instruction: 4. In calculating road mileage, the fraction of a mile should be omitted from the total of the amount claimed in a complete journey, but not from the various items which make up the complete journey.

1. Renamed vide No. 116/G.S. dated 10 December, 1987

2. Approved by the Syndicate dated, 28-6-2003.

Explanation: Each complete journey ends when the officer returns to the Campus of duty.

2. Employees of Class `B', `C' and `D' shall be allowed to use University buses while going to Allama Iqbal or Quaid-i-Azam Campus free of charge. In case, however, an official is deputed on an urgent official business, the Head of the Department may permit him to hire a Scooter Rickshaw and the hire charges shall be paid by the University. The urgency shall have to be specified by the Head of the Office/Department.

CHAPTER IV-- RULES FOR PAYMENT OF OVER-TIME REMUNERATION TO DRIVERS, WITH EFFECT FROM 1 JULY, 1964¹

- (a) Proper registers shall be maintained and daily entries of the over-time hours spent will be made and certified by the competent authority.
- (b) Payment shall be made per hour. Actual pay of an employee distributed over the working hours in a month will give the rate per hour at which payment will be made for over-time work.
- (c) No payment shall be made if the total number of over-time hours comes to 15 or less in a month.
- (d) Total payment of over-time work in a month shall not exceed [50% of the basic]² pay of an employee.
- (e) Special allowance paid for late hour work shall be taken into consideration.
- (f) Officers using the University vehicles for long hours might in addition to over-time allowance sanction meal charges to the Drivers according to the following rates:-

Meal Charges	[Rs 20/- per Hazri] ³
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- (g) Over-time put in after 8.00 P.M. will not count towards the minimum period under (d) and payment for this will be made over and above the maximum.

1. Approved by the Syndicate, vide paragraph 2 of its proceedings, dated 3 April, 1965.
2. Amended vide paragraph 25 and 4 of the proceedings of the meeting of the Finance & Planning Committee and the Syndicate held on 8 October and 13 December, 1976 respectively. Notified vide Treasurer's No. 23-236/Budget, dated 11 January, 1977.
3. Notified vide Treasurer's No D/1573-78/Budget dated 24 March, 1997. (Approved by the Syndicated, dated 2-8-1997.)

**CHAPTER V (A) PAYMENT OF HONORARIUM TO CLASSES B, C & D EMPLOYEES
REQUIRED TO SIT LATE HOURS**

[The University employees of Classes B, C and D working in the Main office Allama Iqbal and Quaid-i-Azam Campuses, if required to sit late hours shall be paid honorarium as under:

- (i) The supervisory personnel, namely office Administrative Officer, Assistants and the incumbents of other equivalent posts shall be paid honorarium as follows: -
- | | | |
|-----|---|---|
| (a) | Examinations Departments. | [Three months' pay] ¹ in a year. |
| (b) | General Administration, Meetings Branch and Accounts Branch. | Equal to two and half month's pay in a year. |
| (c) | Personal staff of Vice-Chancellor, Registrar, Treasurer and Controller of Examinations. | Equal to two and half month's pay in a year] ² |
- (ii) Senior Clerks, Junior Clerks and 'D' Class employees belonging to the Departments/Branches/Sections mentioned above of the Main Office Allama Iqbal and Quaid-i-Azam Campuses shall be paid Honorarium as follows:-
- (a) No University employees shall be entitled to honorarium for the extra hours put in by him, unless he obtains prior approval of the Registrar, Treasurer, or the Controller of Examinations, as the case may be.
- (b) Permission at (a) above shall not be granted except on the recommendation of the Branch officer concerned who shall state the reasons and give justification for late sitting.
- (c) Calculation of honorarium shall be made according to the following formula:-

$$\frac{\text{Monthly pay of employee} \times \text{Number of hours (in a month)}}{30 \quad 7}$$

- (iii) Payment of honorarium shall be made for each quarter of the financial year, i.e. for the first quarter in October, for the second quarter in January, for the third quarter in April, and for the fourth quarter in July. The payment for each quarter shall not exceed one-fourth of the total entitlement in a year.

Complete accounts shall be maintained in this behalf.]³

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1. Notified vide Treasurer's No. D/496-503/Budget dated 30 November, 1986 and No. 7520-27/Budget dated 14 December, 1988.
 2. Treasurer's No. D/1597-1604/Budget dated 29 April, 1987 and D/53-33/Budget dated 12 March, 1987.
 3. Notified vide Registrar's No. 44/R dated 13 April, 1974.

- [1. The Finance Committee vide paragraph 2 from the proceedings of a meeting held on 15 June, 1974, "decided in principle that honorarium to the University Employees working in the departments/branches, where honorarium was not being paid, be paid with effect from the next financial year (1974-75) in the cases of the employees where justification existed, and that for this purpose the rules relating to payment of honorarium prescribed by the Government of the Punjab be taken as guide-lines. It was, however, pointed out that the honorarium would be determined on individual basis, keeping in view the amount of work after office hours an employee would be required to put in. A complete written record of such work should be maintained."
2. The Chancellor's Committee, vide paragraph 4 from the proceedings of a meeting held on 23 June, 1974, approved the above recommendations of the Finance Committee, "subject to the condition that honorarium might also be paid to the employees of such departments/branches whose cases for payment of honorarium were received from the Heads of departments/branches concerned by the Registrar or the Treasurer before 15 June, 1974. The amount of honorarium to be paid to the employees working in such department/branch would be determined by the Vice-Chancellor, keeping in view the existing formula for payment of honorarium and the quantum of over time put in by the employees concerned."
3. A complete record of the over-time put in by the University employees excluding those mentioned in para (1) of Registrar's No. 44/R dated 13 April 1974 shall be maintained in the Office of the Principal of College/Head of Department concerned. Such record of the over time should indicate the date, extra hours put in after office hours, the nature of work and justification for late sitting. No University employee shall be entitled to honorarium for the extra hours put in by him, unless he obtains the prior approval of the Principal/Head of the Department concerned. Such permission shall not be granted unless justification for late sitting exists.]¹
- [4. Meal Charges for the employees working in Main Offices Rs. 20/- per Hazri.]²

(B) [Payment of Honorarium to 'A' Class Officers of BPS-17 & 18:]³

Two months Basic Pay in a year as honorarium with effect from 1st April, 1988 to 'A' Class Officers of BPS-17 & 18 of Examinations Department, Accounts Branch, General Branch, Academic Branch, Establishment Branch, Pro-Vice-Chancellor's Office and Vice-Chancellor's Office subject to the following condition:-

-- Every such Officer will have to get prior approval of Vice-Chancellor for working over and above his stipulated duty hours.

-
1. Notified vide Registrar's No. 122/R, dated 10 July, 1974.
 2. Notified vide Registrar's No. D.3071/Est.II, dated 23-11-1996.
 3. Notified vide Registrar's No. 4141-58/ Est.II, dated 24-4-1988.

CHEPTER VI—[REMUNERATION TO THE AUTHORISED/INQUIRY OFFICER FOR CONDUCTING THE DIFFERENT TYPES OF INQUIRIES]¹

1.	Authorised officer Efficiency & Discipline Proceedings.	Rs. 1,000/-per inquiry
2.	Inquiry Officer appointed by the Authorised Officer under efficiency and Discipline Statutes.	Rs. 500/-per inquiry
3.	Inquiry/investigation relating to other matters, conducted by the inquiry officer under the orders of the inquiry Committee.	Rs.1,000/-per inquiry (to be divided equally in case of more than one Member.)

CHAPTER VII—[REGULATIONS RELATING TO TUITION, ADMISSION AND OTHER FEES CHARGED BY THE UNIVERSITY]²

Notwithstanding anything to the contrary contained in the Statutes/Regulations, in the University Calendar, the rates of various fees charged by the University shall be as shown in Annexures "A", "B" and "C".

The revised rates of the fees shall become operative with effect from the dates specified in the foot note given in Annexures "A", "B" and "C".

Provided that the last dates for receipt of admission fees and other fees shall remain the same as prescribed in relevant University Statutes/Regulations.

1. Notified vide Treasurer's No. D/412-19/Finance, dated 20-9-1997. (Approved by the Syndicate, dated 2-8-1997.)

2. Approved by the Chancellor vide Punjab Government, Education Department No. OSD (Univ.) 1/72-71, dated 12 June, 1971. (Notified vide Registrar's No. 1035/G.M dated 12 July, 1971.)

ANNEXURE 'A'

[EXAMINATION FEES]¹

<u>S.No.</u>	<u>Name of Examination</u>	<u>Rate of fee in rupees for</u>
1.	Certificate in Languages	800
2.	Diploma in Languages	1400
3.	Certificate in Library Science	800
4.	Diploma in Library Science	1400
5.	Certificate in Statistics	800
6.	Diploma in Statistics	1400
7.	Diploma in Demography	1400
8.	Diploma in Journalism	1400
9.	Diploma in International Affairs	1400
10.	Diploma in Islamic Studies	1400
11.	Ph.D. Oriental Faculty	12000
12.	Doctor of Oriental Learning	12000
13.	B.A. (Regular)	1200
14.	B.A. & B.A. English only (private)	1250
15.	B.Sc. & B.Sc. English only, B.C.S.	1500
16.	B.Sc. (private)	1550
17.	M.A. Social Work (Part I)	1400
18.	M.A. Social Work (Part II)	1400
19.	B.Sc. Chem.Engg. & Tech. Part I	1200
20.	" " " Part II	1200
21.	" " " Part III	1400
22.	" " " Part IV	1400
23.	M. Sc. Chem. Engg. & Tech.	1600

1. The revised rates of Examinations Fees approved by the Syndicate, dated 6-7-2002.

24.	Diploma in Chem. Engg. & Tech.	1400
25.	B.Sc. Home Economics Part I	1600
26.	" " " Part II	1600
27.	" " " Part III	1600
28.	" " " Final	1600
29.	Bachelor of Education in Home Economics	1500
30.	M.Sc. in Home Economics Education	1600
31.	M.A. (Composite)	1400
32.	M.A. (Part I)	1400
33.	M.A. (Part II)	1400
34.	M.A. (Math.) if one wants to appear in any other one or more options.	1400
35.	M.Sc. (Maths.)	1600
36.	M.Sc. (Part I)	1600
37.	M.Sc. (Part II)	1600
38.	Ph.D. Faculty of Arts.	12000
39.	Degree of Doctor of Literature	12000
40.	M.Sc. (Anatomy)	1600
41.	M.Sc.Thesis (Anatomy)	1500
42.	Ph.D. Faculty of Science	12000
43.	Ph.D. Faculty of Engineering & Technology	12000
44.	Degree of Doctor of Science.	12000
45.	Bachelor of Education	1500
46.	Degree of Doctor of Philosophy	12000
47.	LL. B. Part I	1350
48.	LL. B. Part II	1350
49.	LL. B. Part III	1500
50.	LL.M. (Thesis)	1500

51.	LL.M. (Semester)	2400
52.	Ph.D. Faculty of Law	12000
53.	Post Graduate Diploma in Taxation Laws	1400
54.	Post Graduate Diploma in Labour Laws	1400
55.	Diploma in Commerce	1400
56.	B.Com. Part I	1200
57.	B. Com. Part II	1200
58.	Post Graduate Diploma in Cost and Management Accounting	1400
59.	M.Com. (Two years course) Part I	1600
60.	M.Com. (Two years course) Part II	1600
61.	Ist Prof. M.B.B.S.	2500
62.	" " (Revised latest Scheme)	2500
63.	" " (Parts I & II (Latest Scheme)	2500
64.	2nd " "	2500
65.	3rd " " (Revised Latest Scheme)	2500
66.	Final " "	2500
67.	" " "	2500
68.	Doctor of Medicine	12000
69.	" " " (Thesis)	1500
70.	M.S.	12000
71.	" (Thesis)	1500
72.	M.D. & M.S. on the basis of thesis (including viva-voce and written, clinical & Practical Examination in special subject pertaining to the speciality)	4000
73.	Diploma in Clinical Psychology	1400
74.	D.L.O. (Diploma in Laryngology & Otology) Parts I & II.	1400

75.	D.T.C.D. (Diploma in Tuberculosis & Chest Diseases)	1400
76.	D.P.H. (Diploma in Public Health Parts I & II)	1400 (each)
77.	D.O. (Diploma in Ophthalmology.)	4000
78.	D.M.R.D. (Diploma in Medical Radiology Therapeutics (Diagnostic) Parts I & II)	4000
79.	D.M.R.T. (Diploma in Medical Radiology Therapeutics) Parts I & II	4000
80.	D.G.O. (Diploma in Gynaecology & Obstetrics)	4000
81.	Diploma in Individual Subjects for Specialization	4000
82.	D.C.H. (Diploma in Child Health)	4000
83.	D.M.C.H. (Diploma in Maternal & Child Health)	4000
84.	B. Pharmacy Part I	1200
85.	" " Part II	1200
86.	" " Part III	1400
87.	B. Pharmacy Final	1400
88.	M. Pharmacy (One year condensed course)	1600
89.	M. Pharmacy Part I	1600
90.	M. Pharmacy Part II	1600
91.	Ist Professional B.D.S.	2500
92.	2nd " "	2500
93.	3rd " "	2500
94.	Final " "	2500
95.	D.C.P. (Diploma in Clinical Pathology)	4000
96.	D.A. (Diploma in Anaesthesia) Part I & II	4000
97.	M.D.S.	12000

98.	Bachelor of Fine Arts Part I (Prof. Examination)	1400
99.	Bachelor of Fine Arts Part II (Prof. Examination)	1400
100.	" " " Part III (Prof. Examination)	1500
101.	Master of Fine Arts (After passing Bachelor of Fine Arts III)	1500

ANNEXURE `B'

The following fees are charged from the students for each Semester:-

[TUITION FEE]¹

	<u>Name of Class</u>	<u>Rate for one Semester Tuition Fees</u>	<u>Breakage Fee</u>
1.	M.A. Part I & II	Rs. 960/- (each)	
2.	M. Com. (I & II Sem.)	Rs. 960/-(each)	
3.	M. Com (III & IV Sem.)	Rs. 960/-(each)	
4.	B.F.A. Part I & II	Rs. 1050/-(each)	Rs. 1000/-
5.	B.F.A. Part III	Rs. 1800/-	Rs. 1000/-
6.	M.F.A. (Prof.)	Rs. 1800/-	Rs. 1000/-
7.	M.F.A. Part I & II	Rs. 1800/- (each)	Rs. 1000/-
8.	M.Sc. Part I & II	Rs. 1800/- (each)	Rs. 1000/-
9.	Field Work / Study Tour	Rs. 300 / 360/-	
10.	M. Phil. Degree in Faculty of Science, Engineering and Pharmacy.	Rs. 5000/- (each)	Rs. 1000/- (each)
11.	M. Phil. Degree in Solid State Physics.	Rs. 5000/-	Rs. 1000/-

1. The revised rates of Tuition Fees approved by the Syndicate, dated 6-7-2002.

The following fees are charged from the students of other classes:-

1. Law:

- (a) LL.B. Part I, II & III Rs. 960/- (each)
(Morning)
- (b) LL.B. Part I, II & III Rs. 1800/- (each)
(Evening)
- (c) D.T.L., D.L.L. Rs. 1800/-

2. Chemical Engineering & Technology:

	<u>Tuition Fees</u>	<u>Breakage Fees</u>
B. Sc. Part -I	Rs. 1050/-	Rs. 1000/-
B. Sc. Part -II	Rs. 1050/-	Rs. 1000/-
B. Sc. Part -III	Rs. 1800/-	Rs. 1000/-
B. Sc. Part -IV	Rs. 1800/-	Rs. 1000/-
M. Sc.	Rs. 1800/-	Rs. 1000/-

3. B. Pharmacy:

Part I & II	Rs. 1050/- (each)	Rs. 1000/- (each)
Part III & Final	Rs. 1800/- (each)	Rs. 1000/- (each)

4. Commerce:

B. Com. Part I	Rs. 960/-
B.Com. Part II	Rs. 960/-

5. Geology.

B. Sc. Part I & II	Rs. 1050/- (each)	Rs. 1000/- (each)
B. Sc. Final	Rs. 1800/-	Rs. 1000/-

6. Certificate in Basic Mathematics & Statistics:

- (i) Rs. 1050/- for one subject from those enrolled in any of the University Departments.
- (ii) Rs. 1050/- for one subject from those who are not enrolled in any of the University Departments.

7. Post-Graduate Diploma Classes.

Diploma in Demography	Rs. 1050/- p.m.
Diploma in International Affairs	Rs. 1050/- p.m.
Diploma in Statistics	Rs. 1050/- p.m.
Diploma in Islamic Studies	Rs. 1050/- p.m.
Diploma in Library Science.	Rs. 1050/- p.m.

8. CERTIFICATE / DIPLOMA CLASSES:

Certificate in

French	Rs. 1050/- for 12 months.
Italian	Rs. 1050/- for 12 months.
Bengali	Rs. 1050/- for 12 months.
German	Rs. 1050/- for 12 months.
Japanese	Rs. 1050/- for 12 months.
Russian	Rs. 1050/- for 12 months.
Spanish	Rs. 1050/- for 12 months.
Turkish	Rs. 1050/- for 12 months.
Hindi	Rs. 1050/- for 12 months.
Punjabi	Rs. 1050/- for 12 months.
Pashto	Rs. 1050/- for 12 months.
Urdu for Foreigners	Rs. 1050/- for 12 months.
General Linguistics	Rs. 1050/- for 12 months.

Diploma in

French	Rs. 1050/- for 12 months.
Italian	Rs. 1050/- for 12 months.
Bengali	Rs. 1050/- for 12 months.
German	Rs. 1050/- for 12 months.
Japanese	Rs. 1050/- for 12 months.
Russian	Rs. 1050/- for 12 months.

Spanish	Rs. 1050/- for 12 months.
Turkish	Rs. 1050/- for 12 months.
Hindi	Rs. 1050/- for 12 months.
Punjabi	Rs. 1050/- for 12 months.
Pashto	Rs. 1050/- for 12 months.
Urdu for Foreigners	Rs. 1050/- for 12 months.
General Linguistics.	Rs. 1050/- for 12 months.

Proficiency in Spoken French:	Rs. 1050/- per term payable in Advance (3 months' Course)
Late admission to College/University Teaching Departments.	With in 15 days Rs. 300/- With in 30 days Rs. 400/- After 30 days Rs. 500/- and Readmission Fee Rs. 500/-

The Students who join the University Departments direct will have to pay the following fees in addition to the University Tuition Fee.

Admission Fee at the time of admission	Rs. 500/- P.A. M. Phil Rs. 500/-
Library Service	Rs. 500/- P.A.
Medical Fee	Rs. 160/- P.A.
Electric Charges	Rs. 450/-P.A
Sports Fund	Rs. 225/- P.A.
Identity Card	Rs. 100/- P.A.
P.U.W.S.T.C.	Rs. 50/- P.A
Punjab University Tournament Committee	Rs.50/- P.A.
Field Work/Studies Tour	Rs. 300/360/- P.A
Departmental Society Fee	Rs. 72/- P.A.
Development of Sports	Rs. 125/-(First year only)
University Bus Charges	Rs. 480/- P.A.
P.U. Development Fund	Rs. 200/-(one time in part -I)
Students General Fund	Rs. 125 /- P.A.

Mosque Fee	Rs. 30/- P.A
Library Security & Caution Money	Rs. 400/- (Refundable)

Note 1:- Rs. 300/- p.m. as field work / Study tour fee charged from the students where provision of field work / study tour exists Rs. 360/- P.M. as field work charged from the students of Geology & Sociology Department.

Note 2: All Types of University Fees are mentioned in admission Regulation Book (including charge of fees). The said book is printed every year.

ANNEXURE `C'

[CERTIFICATES, REGISTRATION AND OTHER MISCELLANEOUS FEES]¹

Fee for the Issue of Certificates:

Duplicate Matric/Inter	Rs. 800/-
Duplicate Languages	Rs. 800/-
Duplicate B.A., B.Sc., B.O.L., B.Ed., &	Rs. 800/-
First Examination in Law.	Rs. 800/-
Duplicate fail or pass card	Rs. 800/-
Degree in absentia.	Rs. 800/-
All provisional.	Rs. 800/-
[Detailed Marks.] ²	Rs. 800/-
Merit Certificate other than Languages.	Rs. 800/-
Verification of Degree/Certificate	Rs. 600/-
Date of birth	Rs. 800/-
Non-convocation original before time certificate	Rs. 800/-
Copy of Admission Form	Rs. 600/-
Residence Certificate	Rs. 800/-
All other	Rs. 800/-

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1. The revised rates approved by the Syndicate, dated 6-7-2002.
 2. Detailed Marks Certificate to be supplied only to successful candidates and compartment candidates in the subjects in which they passed. (Notified vide Registrar's No. 1035/G.M., dated 12 July, 1971.)

Application Fee for:

(i)	Duplicate copy of Roll Number	Rs. 800/-
(ii)	Duplicate copy of Registered Number Card	Rs. 800/-
(iii)	Migration Certificate	Rs. 900/-
(iv)	Migration Certificate	Rs. 1000/- (for same day)
(v)	Equivalence Certificate	Rs. 1000/-
(vi)	Change of Centre	Rs. 1500/-

Late Fee:- If application for change of centre is made less than four days before the date fixed for Examination. Rs.600/-

(vii)	Fee for re-checking of the answer books or compilation of the result. per subject	Rs. 800/-
(viii)	Fee for change of subject.	Rs. 800/-
(ix)	<i>Late fee</i> for submission of Admission Form for various University Examinations and payment of Examination fee.	Rs. 600/-
(x)	[Registration Fee] ¹	Rs.950/-
(xi)	[Enrolment Fee	Rs. 450/- per annum per student from private Colleges affiliated with the University.] ²

[Admission fee]³

(i)	University Teaching Departments:	
	B.A./B. Sc. (Hons.)	Rs. 500/-
	Diploma Courses.	Rs. 500/-
	M.A./M. Sc.	Rs. 500/-

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1. As fee charged from the students before first entry in any University examination. This entitles the student to be assigned a registered number which remains unaltered.
 2. Added vide Treasurer's No. 35-40/Finance, dated 31 August, 1989. (Fee revised vide Treasurer's No. D/97/Budget, dated 8-7-2002.)
 3. This fee is charged from the students seeking direct admission in any of the University Teaching Departments including Constituent Colleges, vide Registrar's No. 1035/G.M., dated 12 July, 1971.

(ii) Constituent Colleges:**(a) Law College:**

LL.B. Part I, II & III	Rs. 500/- (each)
LL. M. (1 st & 2 nd Year)	Rs. 500/- (each)
D.T.L. (Evening)	Rs. 500/-

(b) Hailey College of Commerce:

Day Classes.	Rs. 500/- (each)
Evening Classes	Rs. 500/- (each)

(c) Oriental College:

M.A. Classes	Rs. 500/- (each)
Honours Classes in Languages.	Rs. 500/-

Hostel Rent:

Hostel Admission Fee	Rs. 150/- per annum
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Quaid-i-Azam Campus Hostels:

Cubical	Rs. 1080/- per annum
Dormitory	Rs. 840/- per annum

Law College Hostel:

Cubical	Rs. 1080/- per annum
Dormitory	Rs. 840/- per annum

Oriental College Hostel:

Cubical	Rs. 1080/- per annum
Dormitory	Rs. 840/- per annum

Electricity Charges in Hostels:

Constituent Colleges.	Rs. 840/- per annum
Quaid-i-Azam Campus Hostels.	Rs. 840/- per annum

Water Charges:**Rs. 96/- per annum****Medical Charges:****Rs. 240/- per annum**