

## **AMENDMENTS**

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**  
PUDA BHAWAN, SECTOR 62, S.A.S NAGAR (MOHALI)  
(ADMN. BRANCH)

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### OFFICE ORDER

In pursuance of the decision of the Authority taken in it's 43<sup>rd</sup> meeting held on 3-1-2011 vide item No. 43.03 the regulations 2 (g), 3, 7, 12 (2), 14, 18 of Punjab Urban Planning and Development Authority Employee (Traveling Allowance) Regulations 1997 are amended. Accordingly, amended schedule is attached.

Dated, Mohali  
28-01-2011

Sarjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2011/2591-2630 Dated:3-2-2011

A copy of the above is forwarded to all the Heads of Branches/offices, PUDA for information and necessary action.

Administrative Officer,  
For Chief Administrator.

**RE-GRADATION OF PUDA EMPLOYEES FOR THE PURPOSE OF T.A. AND  
ENHANCED PROPOSED RATES OF T.A.**

**Regulation-2 (g)**

Pay means Grade Pay drawn by an employee against any post.

**Regulation-3**

Gradation: The employee shall be graded in the following category for the purpose of the regulations, namely:-

- (a) all members of the Authority whether officials or ex-officio or employees drawing Grade Pay Rs. 10,000 and above shall be in Grade-A.
- (b) Employee drawing Grade Pay of Rs. 7600-9999 shall be in Grade-B.
- (c) Employees drawing Grade Pay of Rs. 5000-7599 shall be in Grade-C.
- (d) Employees drawing Grade Pay of Rs. 3800-4999 shall be in Grade-D.
- (e) All employees drawing Grade Pay below Rs. 3800 shall be in Grade-E.

**Regulation-7**

- Grade D&E employees
- (i) By 2<sup>nd</sup> class two tier or three tier sleeper Ordinary bus or Rickshaw
  - (ii) Ordinary bus.

**Regulation-12 (2)**

The rate of daily allowance admissible in cities as classified in sub-rule (1) and within the State of Punjab including Chandigarh shall be as under:-

<b>Classification of officers/ officials</b>	<b>Class of City</b>	<b>Rate of daily allowance</b>
Chairman, Co-Chairman, Vice Chairman and all members of service. or Grade-A employees	A Class	Rs. 1000
	B Class	Rs. 500
Grade Pay Grade-B employees	A Class	Rs. 800
	B Class	Rs. 400
Grade Pay Grade-C employees	A Class	Rs. 550
	B Class	Rs. 250
Grade Pay Grade-D employees	A Class	Rs. 350
	B Class	Rs. 150
Grade Pay Grade-E employees	A Class	Rs. 250
	B Class	Rs. 100

#### Regulation-14

Rates of Lodging and Boarding shall be as follows:-

Grade Pay Category of employee	A Class Cities	B Class Cities
Grade Pay Grade-A	Rs. 6000	75% of the rate fixed for A class cities.
Grade Pay Grade-B	Rs. 5000	75% of the rate fixed for A class cities.
Grade Pay Grade-C	Rs. 4000	75% of the rate fixed for A class cities.
Grade Pay Grade-D	Rs. 3000	75% of the rate fixed for A class cities.
Grade Pay Grade-E	Rs. 2000	75% of the rate fixed for A class cities.

The other conditions for daily allowance should remain in force: For example:

- a) No allowance should be permissible within a radius of 8 Kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance.
- b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to Headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance.
- c) A full daily allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours and more. If the period of absence is less than six hours, half daily allowance should be admissible; and
- d) No incidental charges should be payable in addition to the Daily allowance/Half daily allowance.

#### Regulation-18

**Journey by own conveyance:-**The Chief Administrator may be special permission allow the following categories of employees to perform journey on tour in their own conveyance, if such journey is considered essential in the interest of the Authority's work as per rates below:-

Grade Pay Category of Employees	Type of conveyance permitted to be used	Rate of Mileage allowance per KM.
1. Employees drawing Grade Pay Rs. 1900 to Rs. 4999	Scooter or Motor Cycle or Moped	Rs. 6/-.
2 Employees drawing Grade Rs. 5000 & above.	Car	Rs. 10/-.

**Note:-** The employee drawing grade pay of Rs. 5,000/- or above shall be allowed to use their own car.

### **Regulation-21**

**Journey not covered by these regulations:-** For journey not covered by these regulations (i.e. Journey to home town on retirement, Journey to give evidence in inquiry after retirement and TA on transfer) travelling allowance as per provisions of Punjab Civil Services Rules Vol-III (TA Rules) shall be applicable with the approval of Competent Authority as provided under delegation of powers.

### **Regulation-22**

**Matters not provided in these regulations:-** In matters for which no specific provisions is made in these regulations or any other regulations made by the Authority employees will be entitled for claim as per Punjab Civil Services Rules Vol-III (TA Rules).