

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.60/98/295

Dated Shillong, the 14th January, 2017.

From : Smt. M. War Nongbri, M.C.S,
Joint Secretary to the Government of Meghalaya

To

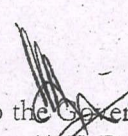
All Administrative Department.

Subject : Check on Fraudulent drawal of Travelling Allowance (TA).

Sir/Madam,

It has been observed that there are many cases of misplaced Boarding Passes while performing air journey on tour or for medical check-up/treatment outside the State and come up to Finance Department for approval. In this connection, I am directed to request you to instruct all your subordinate offices to ensure that claim of Travelling Allowance Bill should be supported with original Boarding Passes and air tickets in conformity with this Department Office Memorandum No.FEM.60/98/90 dt. 22.06.2010.

Yours faithfully,


Joint Secretary to the Government of Meghalaya
Finance (A.F) Department

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.18/88/Pt.III/7

Dated Shillong, the 22nd February, 2017.

OFFICE MEMORANDUM

In supersession to this Department's Office Memorandum No.FEM.18/88/30 dt.13.11.1992, FEM.28/99/69 dt. 22.07.2002 and letter No. FEM.18/88/Pt.I/37 dt. 28.10.2011, the Governor of Meghalaya is pleased to make the following amendment for incidental charges.

For Journey by Air :-

Government servants who are entitled to air journey and those authorise to travel by air are entitled to mileage allowance equal to one standard air fare for the journey plus an allowance for incidental expenses at the rate equal to one normal daily allowance.

For journey performed by taxi between airport and destination, re-imbursement of the actual taxi fare will be admissible.

Clarification :-

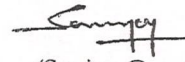
Travel by helicopter shall also be classified as 'Travel by Air' as per Rule 32.

For journey performed by helicopter within the State i.e. Shillong Guwahati-Tura and vice versa incidental expenses shall be at the existing rates as admissible for air journey.

However, for journey by Helicopter from Shillong to Guwahati airport to avail a flight outside the State, claim of separate incidental for this journey will not be admissible. In such case, claim of incidental shall be admissible in respect of air journey performed from Shillong to that destination at the rate as admissible.

Journey on tour involving road and air travel one would be entitled to :-

- 1) For road journey to avail flight/vice versa, an amount equivalent to one full Daily Allowance as incidental at normal rate is applicable (i.e., ½ Daily Allowance where distance travelled is not less than 40 Kms. and one full Daily Allowance where distance travelled is not less than 80 Kms) with or without halt as the case may be.
- 2) For travel covered by air, the amount is equivalent to ½ Daily Allowance.



(Sanjay Goyal)

Secretary to the Government of Meghalaya
Finance Department

Memo No.FEM.18/88/Pt.III/7-A

Dated Shillong, the 22nd February, 2017.

Copy to :

1. Private Secretary to Chief Minister, Meghalaya Shillong.
2. All Private Secretary to Minister/Minister of State/Parliamentary Secretaries.
3. Private Secretary to Chief Secretary, Meghalaya Shillong.
4. Private Secretary to Additional Chief Secretary, Meghalaya Shillong.
5. The Accountant General (A&E) (Audit) Meghalaya, Shillong.
6. Principal Secretaries/Commissioner Secretaries/Secretaries to the Government of Meghalaya.
7. All Administrative Departments.
8. All Heads of Departments.
9. All Deputy Commissioners & Sub-Divisional Officers.
10. All Treasury Officers.
11. All F.As & F.A.Os.
12. Secretary Meghalaya Legislative Assembly, Shillong.
13. Director of Printing & Stationery Government Press Shillong for publication in the Meghalaya Gazette.

By Order Etc.,

J. Natre

Under Secretary to the Government of Meghalaya
Finance (A.F) Department

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

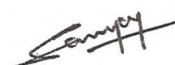
NOTIFICATION

No.FEM.56/2016/26

Dated Shillong, the 28th February, 2017.

In supercession of all previous Notifications, the rate of mileage allowance shall be as follows with immediate effect.

Sl. No.	Engine Capacity	Class of Vehicles	Allotted Vehicles		Own Vehicles in respect of Grade I & II Government Employees	
			Age of Vehicles 0-4 years	Age of Vehicle above 4 years	Age of Vehicles 0-4 years	Age of Vehicle above 4 years
PETROL VEHICLES BY MAKE						
1.	Less than 1.0L-1.2L	MARUTI – 800, ZEN, OMNI, A-STAR, WAGON-R, ALTO (STD), ALTO K10, ALTO 800, RITZ, CELERIO,	8.00	9.00	9.00	12.00
		CHEVROLET – BEAT, SAIL	8.00	9.00	9.00	11.00
		RENAULT -KWID	8.00	9.00	9.00	11.00
		HYUNDAI –SANTRO XING, EON	8.00	9.00	9.00	12.00
		TATA - TIAGO	8.00	9.00	9.00	11.00
		DAEWOD - MATIZ	8.00	9.00	9.00	11.00
		FIAT – 1100, PALIO, NE118, UNO	9.00	10.00	10.00	13.00
		OTHERS – POLO (1.2 MPI), MARUTI 1000	11.00	14.00	14.00	17.00
2	1.3L-1.4L	MARUTI –BALENO, ESTEEM, GYPSY 410, GYPSY 413, SWIFT (STD), SWIFT DZIRE, BREEZA, CIAZ,EECO, RITZ, ERTIGA,	11.00	13.00	13.00	16.00
		CHEVROLET-UVA, ENJOY, SAIL	9.00	11.00	11.00	13.00
		RENAULT-PULSE	9.00	11.00	11.00	13.00
		FIAT- AVENTURA, PUNTO	9.00	11.00	11.00	13.00
		FORD – IKON, FIGO	9.00	11.00	11.00	13.00
		HONDA-AMAZE,BRIO,JAZ	9.00	11.00	11.00	13.00
		HYUNDAI- SANTRO, GETZ, i10, GRAND i10, i20, XCENT,	9.00	10.00	10.00	13.00
		MAHINDRA AND MAHINDRA – JEEP ISZ, JEEP (ORDINARY), KUV, VERITO	13.00	15.00	15.00	19.00



		TATA-MANZA, BOLT, MARINA, INDICA, INDIGO, ZEST	10.00	11.00	11.00	13.00
		TOYOTA - ETIOS	9.00	11.00	11.00	12.00
3	1.5L-2.2L	CHEVROLET- AVEO, CRUZE, OPTRA	10.00	12.00	12.00	14.00
		RENAULT-DUSTER, SCALA	10.00	12.00	12.00	14.00
		FORD-ECO-SPORT, FIGO	10.00	12.00	12.00	14.00
		HONDA-AMAZE, BR-V, CITY, MOBILIO	10.00	12.00	12.00	14.00
		HYUNDAI- ELANTRA, VERNA , ACCENT, SONATA, CRETA, SANTA FE,	10.00	12.00	12.00	14.00
		VOLKSWAGEN-AMEO, JETTA, POLO, VENTO	10.00	11.00	11.00	13.00
		TOYOTA –COROLLA ALTIS, ETIOS	9.00	12.00	12.00	14.00
		SKODA –OCTAVIA, RAPID, SUPERB, YETI	9.00	11.00	11.00	13.00
		HINDUSTAN –AMBASSADOR (ORD), ISZ	12.00	14.00	14.00	16.00
		DAEWOD - CEILO	10.00	12.00	12.00	15.00
		FIAT - CONTESSA	10.00	12.00	12.00	14.00
		OTHERS – OPEL CORSA, BEETLE, PASSAT, SX4,	12.00	13.00	13.00	16.00
		NISSAN- TERRANO XL	11.00	11.00	11.00	13.00
4	2.3L-3.2L	MARUTI – GRAND VITARA	12.00	14.00	14.00	17.00
		HONDA –CR -V	11.00	13.00	13.00	15.00
		TOYOTA –FORTUNER, CAMRY, INNOVA	11.00	13.00	13.00	15.00

DIESEL VEHICLES BY MAKE

Sl. No.	Engine Capacity	Make & Type of Vehicles	Allotted Vehicles		Own Vehicles in respect of Grade I & Grade II Govt. Employees	
			Age of Vehicles 0-4 years	Age of vehicles above 4 years	Age of vehicles 0-4 years	Age of vehicles above 4 years
1	Less than 1.0L-1.2L	CHEVROLET – BEAT, SAIL	6.00	7.00	7.00	8.00
		OTHER – TATA TIAGO, MARUTI CELERIO	6.00	7.00	7.00	8.00
2	1.3L-1.4L	MARUTI-BALENO, CIAZ, ERTIGA, RITZ, S CROSS, SWIFT DZIRE, SX4	5.00	7.00	7.00	9.00
		CHEVROLET –ENJOY, SAIL	6.00	7.00	7.00	8.00
		FIAT –AVENTURA, PUNTO, PALIO	6.00	7.00	7.00	8.00
		HYUNDAI-GRAND i10, i20, XCENT	6.00	7.00	7.00	9.00

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		MAHINDRA – JEEP 540, JEEP 550, COMMANDER, MAXX, MARSHAL, JEEP PICK UP, KUV	8.00	9.00	9.00	11.00
		TATA-BOLT,INDICA,INDIGO,ZEST, MARINA, MANZA	6.00	7.00	7.00	9.00
		TAYOTA- ETIOS	6.00	7.00	7.00	8.00
3	1.5L – 2.2L	MARUTI - S CROSS	6.00	7.00	7.00	9.00
		CHEVROLET –CRUZE, OPTRA, CAPTIVA	7.00	8.00	8.00	9.00
		RENAULT-DUSTER,FLUENCE, LODGY,PULSE	6.00	8.00	8.00	9.00
		FORD – ECOSPORT,FIGO, ENDEAVOUR	7.00	8.00	8.00	9.00
		HONDA-AMAZE	6.00	7.00	7.00	8.00
		HYUNDAI-CRETA,ELANTRA, SANTA FE,VERNA, SONATA	6.00	8.00	8.00	9.00
		MAHINDRA-NUVOSPORT,TUV, VERITO, ARMADA, XYLO, LOGAN	7.00	8.00	8.00	10.00
		TATA- ARIA,MOVUS	6.00	7.00	7.00	8.00
		VOLLSWAGEN-JETTA,POLO, VENTO	7.00	9.00	9.00	10.00
		SCODA-OCTAVIA,RAPID,SUPERB, YETI	7.00	9.00	9.00	10.00
		HINDUSTAN- AMBASSADOR (2000 ISZ)	7.00	8.00	8.00	10.00
		FIAT – CONTESSA	5.00	7.00	7.00	8.00
		NISSAN – TERRANO XL	8.00	8.00	8.00	10.00
4	2.3L-3.2L	FORD -ENDEAVOUR	8.00	10.00	10.00	11.00
		MAHINDRA-BOLERO, BOLERO PICK UP, THAR	8.00	10.00	10.00	11.00
		MAHINDRA-SCORPIO	9.00	11.00	11.00	12.00
		TOYOTA – QUALIS, INNOVA, FORTUNER	8.00	10.00	10.00	12.00
		TATA-SAFARI,SUMO	7.00	9.00	9.00	11.00
		OTHERS – VOLKSWAGEN TOUAREG	12.00	14.00	14.00	15.00

For Scooter and Motor Cycle Rs.2.50 per Km, for Auto Rickshaw Rs.2.75 per Km for all Grade of Government employees will be admissible only to places/destination not ordinarily connected by MTC/Private Bus.

II. Travel by Meghalaya Transport Corporation Bus.

- (1) Grade I and II eligible for journey by Deluxe class.
- (2) Grade III and IV eligible for journey by ordinary.

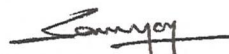
III. Travel by Public Transport (other than State Transport Bus).

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Claims for travel by Public Transport (other than the State Transport) will be admissible only in places where routes are not operated by Meghalaya Transport Corporation Bus or where travel by Meghalaya Transport Corporation Bus cannot be availed due to time factor. In such cases the rate of mileage allowance shall be the fare of the recognized Public Transport subject to maximum of Rs.0.85 paise per Km for all Grade of Government employees.

IV. The Mileage Allowance admissible for journey performed by Government vehicles shall also be applicable in cases of journeys performed by hired vehicles of like categories.

V. The officer who are entitled to travel by their own cars or allotted cars will be eligible for drawal of Mileage Allowance at the above rates for empty haulage while sending back their cars as also journey of these cars from headquarter to any point to pick up the officers on their return to headquarters on tour and on transfer.



(S. Goyal)

Secretary to the Government of Meghalaya,
Finance Department.

Memo. No.FEM. 56/2016/26 – A.

Dated Shillong, the 28th February, 2017.

1. P.S. to Chief Minister.
2. P.S. to Deputy Chief Minister/Minister/Minister of State/Parliamentary Secretaries.
3. P.S. to Chief Secretary, Meghalaya, Shillong
4. P.S. to Additional Chief Secretaries to the Government of Meghalaya.
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By Order Etc.,



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Finance (A.F) Department.