

23 November 2007

Ministry of Civil Service and Administrative Reforms

Circular Note No. 3 of 2007

E/28/4/01 V9

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Review of Fuel and Travelling Allowances

Following the increase in the price of fuel, it has been decided that the fuel and travelling allowances be revised with effect from **01 October 2007** as follows:

<u>S.N</u>	<u>Item</u>	<u>Revised Rates</u>	
		<u>Petrol (Rs)</u>	<u>Diesel (Rs)</u>
1.	(a) Category of officers Officers drawing monthly basic salary of Rs 70,000 and above Rs 54,000 and up to Rs 65,000 Rs 47,500 and up to Rs 52,000	15,615 11,220 8,970	(No change) 11,870 8,530 6,820
	(b) Accounting Heads of Departments/Chief Executives drawing basic salary of Rs 45,000 and who benefit from the exclusive use of a self-driven Government vehicle.	6,725	5,115

S.N	Item	Revised Rates
2.	<p><u>Travelling Allowances</u></p> <p>Travelling allowance for officers drawing monthly basic salary of Rs 42,500 or more but not qualifying for a Chauffeur/self driven car and who benefit from 100% duty remission for the purchase of a car of up to 1850 cc</p>	<p>Rs 7,810</p> <p><u>or</u></p> <p>Rs 4.40 per km together with car allowance of Rs 2,800.</p> <p>And an additional fixed car allowance of Rs 2,000 a month</p> <p>The option of mileage is applicable only in case the officer performs official travelling during the month.</p>
3.	<p>Travelling Allowance for officers who have benefitted from 100% duty remission.</p> <p>Travelling allowance (car)</p>	<p>Rs 7,810</p> <p><u>or</u></p> <p>Rs 4.40 per km together with car allowance of Rs 2,880 a month. This option is applicable only in case the officer performs official travelling during the month.</p>
4.	<p>Travelling allowance for officers drawing basic salary between Rs 19,400 – Rs 27,200 and entitled to Travel Grant but not eligible for 100% duty remission.</p> <p>Travel grant</p>	<p>Rs 5,125</p> <p><u>or</u></p> <p>Rs 4.40 per km together with car allowance of Rs 2,880 a month. This option is applicable only in case the officer performs official travelling during the month.</p>
5.	<p>Mileage Rates (Car)</p>	<p>(i) Rs 8.00 per km for the first 800 kms.</p> <p>(ii) Rs 4.40 per km for mileage over 800 kms.</p>

<u>S.N</u>	<u>Item</u>	<u>Revised Rates</u>
		(iii) Rs 4.40 per km for distance which is not considered as official travelling (from residence to office) on days on which officers are required to carry out field duties.
6.	Mileage Rates (Motorcycle)	(i) Rs 2.50 per km. (ii) Rs 1.80 per km for distance not considered as official travelling (from residence to office) on days on which officers are required to carry out field duties.
7.	Mileage Rates (Autocycle)	(i) Rs 1.90 per km. (ii) Rs 1.35 per km for distance not considered as official travelling (from residence to office) on days on which officers are required to carry out field duties.
8.	Commutated travelling allowance payable to Police Officers who use their auto/motorcycles on official duties.	Rs 345 monthly

2. It would be appreciated if the contents of this Circular Note could be brought to the attention of all those concerned.

P. Jhugroo
Supervising Officer

Copy to:

Secretary to Cabinet and Head of the Civil Service

SuR/Circular/fuel