

**GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT**

No.F.5(1)-FIN(PC)/2009 (P-I)/809 - 1009

Agartala, the <sup>red</sup> 23 December, 2021

**MEMORANDUM**

**Subject :- Revision of rates of Daily Allowance on Tour for performing journeys outside the State of Tripura.**

The All-India Service Officers, Central Government Employees posted/ deputed in the State of Tripura, Officers and employees of the State Government and the Tripura Judicial Service Officers has to perform journeys outside the State frequently on official purposes. The existing rates of daily allowance on tour does not cover the cost of accommodation, taxi charges, food bills etc., as compared to the actual charges being paid by these officers and employees. Resultantly, these officers and employees have to incur financial loss.

With a view to minimize this financial loss, the Government of Tripura intends to adopt the revised rates of Daily Allowance on Tour for the AIS Officers, Central Government Employees posted/ deputed in the State, Officers and Employees of the State Government and the Tripura Judicial Service Officers, for performing journeys outside the State of Tripura, to the extent as mentioned in the following table:-

<b>Pay level in pay matrix</b>	<b>Entitlement</b>
(a) AIS Officers and Central Government employees posted or deputed in the State at the Level 14 and above of Central Government Pay Matrix.  (b) Officers at Level of 20 to 21 of Tripura State Pay Matrix, 2018 and Tripura Judicial Service Officers of equivalent rank.	- Reimbursement for hotel accommodation/ Tripura Bhawan accommodation/ guest house of upto Rs.7,500/- per day. - Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and - Reimbursement of food bills not exceeding Rs.1200/- per day.
(a) AIS Officers and Central Government employees posted or deputed in the State at the Level 12 & 13 of Central Government Pay Matrix.  (b) Officers at Level of 14 to 19 of Tripura State Pay Matrix, 2018 and Tripura Judicial Service Officers of equivalent rank.	- Reimbursement for hotel accommodation/ Tripura Bhawan accommodation / guest house of up to Rs.4,500/- per day. - Reimbursement of AC taxi charges of upto 50 km per day for travel within the city. - Reimbursement of food bills not exceeding Rs.1000/- per day.
(a) Central Government employees posted or deputed in the State at the Level 9-11 of Central Government Pay Matrix.  (b) Officers at Level of 11 to 13 of Tripura State Pay Matrix, 2018	- Reimbursement for hotel accommodation/ Tripura Bhawan accommodation / guest house of upto Rs.2250/- per day. - Reimbursement of non-AC taxi charges of upto Rs. 338/-per day for travel within the city. - Reimbursement of food bills not exceeding Rs.900/- per day.

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Pay level in pay matrix	Entitlement
(a) Central Government employees posted or deputed in the State at the Level 6-8 of Central Government Pay Matrix.	– Reimbursement for hotel accommodation/ Tripura Bhawan accommodation / guest house of up to Rs. 750/- per day. – Reimbursement of non-AC taxi charges of upto Rs. 225/- per day for travel within the city.
(b) Officers at Level of 5 to 10 of Tripura State Pay Matrix, 2018	– Reimbursement of food bills not exceeding Rs.800/- per day.
(a) Central Government employees posted or deputed in the State at the Level 5 of Central Government Pay Matrix and below.	– Reimbursement for hotel accommodation/ Tripura Bhawan accommodation/ guest house of upto Rs. 450/- per day. – Reimbursement of non-AC taxi charges of upto Rs. 113/-per day for travel within the city.
(b) Officers at Level of 1 to 4 of Tripura State Pay Matrix, 2018	– Reimbursement of food bills not exceeding Rs.500/- per day.

2. There will be no separate reimbursement of food bills. Instead, a lump sum amount shall be paid as per table above and depending upon the length of absence from the Head Quarters as regulated below:-

Length of absence	Amount Payable
If absence from headquarters is < 6 hours	30% of Lump sum amount
If absence from headquarters is between 6 – 12 hours	70% of Lump sum amount
If absence from headquarters is > 12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis. Since the concept of reimbursement has been done away with, no vouchers will be required. Cases where bills have already been submitted for reimbursement may not be re-opened.

3. This shall take effect from **1<sup>st</sup> day of January 2022.**

4. This is issued in partial modification of Memorandum of even number dated 12<sup>th</sup> January, 2018 and 8<sup>th</sup> April, 2019. All other terms and conditions of the aforesaid Memorandum dated 12<sup>th</sup> January, 2018 and 8<sup>th</sup> April, 2019 shall remain unchanged until further order. The Daily Allowances on tour for journeys performed within the State of Tripura shall be continued as per the rates mentioned in Memorandum of even number dated 12<sup>th</sup> January, 2018 and 8<sup>th</sup> April, 2019.

  
 (Akinchan Sarkar)  
 Additional Secretary to the  
 Government of Tripura  
 Finance Department

To  
 The Secretary In-charge of all Department /all Heads of Departments.

Copy forwarded to :-

1. The Secretary to the Hon'ble Governor of Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Tripura, Agartala.
3. The PS to the Hon'ble Dy. Chief Minister, Finance Department, Tripura, Agartala.
4. The PS/PA to all Hon'ble Ministers, Tripura.
5. The PS/PA to the Chief Secretary, Tripura, Agartala.
6. The Secretary, Tripura Legislative Assembly, Agartala.
7. The Registrar, High Court of Tripura, Agartala.
8. The Secretary, TPSC, Tripura, Agartala.
9. The Accountant General (Audit)/(A&E), Tripura, Agartala.
10. All Treasury /Sub-Treasury Officers....., Tripura.
- ✓ 11. The Web-Administrator, Finance Department with a request to upload the same in the Finance Department's website.



(Akinchan Sarkar)

Additional Secretary to the  
Government of Tripura  
Finance Department