



वसुधैव कुटुम्बकम्  
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केंद्र शासित प्रदेश लद्दाख प्रशासन  
समाज एवं आदिवासी कल्याण विभाग  
सिविल सचिवालय, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
SOCIAL & TRIBAL WELFARE DEPARTMENT,  
Civil Secretariat, Ladakh.

F. No. A-27017/1/2023-S&TW

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**Subject: Travelling/ Dearness Allowances for the Outsourced/Contract Staff under Centrally Sponsored Schemes of Mission Vatsalaya, Mission Shakti and Mission Poshan, where norms are not spelled out.**

**Order No: 25 of S&TW of 2023**

**Dated: 24 .04.2023**

As approved in the UT Level Committee on Mission Poshan, Mission Vatsalaya and Mission Shakti in the meeting held on 18.04.2023, the Travelling/Dearness Allowances for the Outsourced/Contract Staff under Mission Vatsalaya, Mission Shakti and Mission Poshan of Social and Tribal Welfare Dept., UT of Ladakh, shall be governed as follows:

**A. Approving Authority for Travel:** The Authority for approving the travel plan of field functionaries shall be the following:

Sr. No	Mission/Schemes	Approving authority for travel plan
I	Mission Vatsalaya 1. Travel within the district 2. Travel outside the district within UT 3. Travel outside the UT	1. District Child Protection Officer 2. Director SWD 3. Administrative Secretary
II	Mission Shakti & Mission Poshan 4. Travel within the district 5. Travel outside the district within UT 6. Travel outside the UT	4. District Programme Officer 5. Director SWD 6. Administrative Secretary

**B. TA/DA Allowances:** Travel shall be taken up only when the travel plan is approved by the competent authority. Travel plans shall be approved by the competent authority only after ascertaining availability of budget under respective scheme.

- I. Staff who are required to travel for official work shall be entitled to a fixed Travel Allowance of Rs.3500/ month for 15-days of field visits within a 50 km radius.

Where a staff member undertakes less than 15 days of field visit, s/he is entitled to pro-rata payment of FTA. However, for travel outside the district, outstation TA/DA norms are applicable.

- II. For travel beyond 50 kms from HQs, within the district, on personal vehicles, staff shall be paid travel costs @Rs.4.00 per km for two-wheeler, @Rs.8.00 per km for four wheelers.
- III. All such travels should be duly counter signed by rightful authority as specified in the Annexure-A.
- IV. Outstation Travel Norms (outside the district)

Category	TA (travel)	DA (food and related)	Lodging – Actual Bills	Local Travel - Actual Bills/day
CWC / JJB	Air Fare – Economy Class or II AC sleeper or Bus (all Class)/ Taxi.	Reimbursable as per actuals; the expenditure should not exceed Rs.1,000/- [50% of this amount may be paid on self-declaration without bills]	Upper limit of Rs 3,000 day, if not provided by Host Govt/Trg Institute	Based on actuals, up to Rs.1500/- per day
Managers, Counsellors		Reimbursable on actual, the expenditure should not exceed Rs.500/- [50% of this amount may be paid on self- declaration, without bills]	Upper limit of Rs.2,000 day;	Based on actuals, up to Rs.750/-

Managers, Counsellors,	Air Fare – Economy Class or II AC sleeper or Bus (all Class)/ Taxi.	Reimbursable on actual, the expenditure should not exceed Rs.500/- [50% of this amount may be paid on self- declaration, without bills]	Upper limit of Rs.2,000 day;	Based on actuals, up to Rs.750/-
Other support Staff including Interns and Apprentice		Reimbursable on actual, the expenditure should not exceed Rs.300/- [50% of this amount may be paid on self- declaration, without bills]	Upper limit of Rs.1500 day;	Based on actuals, up to Rs.500/-

Note:

1. Travel shall be taken up only when the travel plan is approved by the competent authority
2. **Travel plans shall be approved only after ascertaining availability of budget under respective scheme.**
3. Air travel, where admissible, are undertaken in economy class only, utilizing lowest available by the shortest direct route. All travel by air/outside UT shall be with approval of Administrative Secertary.
4. Travel for official purposes using own vehicle is permissible and reimbursement would be on per km basis
5. Staff are to be provided travel advance (80% of the estimated amount).
6. All advances taken for travel or any event and have to be adjusted promptly. If outstanding advance is not settled within two months from the date of event, for which the advance was given, deduction will automatically be made from salary/reimbursement
7. **Authentication of tour report/plan for claiming TA/DA, by the Sarpanch/ School Principal/Head and other such authority is a mandatory.**
8. All travel claims must be submitted in the prescribed format (claim form) along with supporting documents (bills) to the Accounts Cell of the Mission, within a week of return from tour.

9. All claims under travelling/dearness allowances shall only be applied/ claimed in the enclosed format '**Annexure-A**', '**Annexure-B**' and '**Certificate**'.
10. Claims after scrutiny by the accounts shall be settled within a week of their receipt.

### **C. Leaves for Staff**

Wherever, no explicit mention is made in the Scheme Guidelines, staff can avail leave (casual, medical/sick) of upto 12 days per year subject to approval by the competent authority, which is DCPO for Mission Vatsalaya and DPO for Mission Shakti & Mission Poshan.

Note:

1. Leave can be availed only on accrual of leave @1 days/working month. Reporting Officer may sanction advance leave.
2. It is necessary to apply for leave in advance and important to get the sanction before proceeding on leave, except in emergencies.
3. Any leave availed without the permission/approval/ratification of the Reporting Officer is treated as absence.
4. Leave shall not be carried forward to next year.
5. Further, Maternity Leave to the women staff shall not ordinarily be denied. However, in such cases while granting leave it may be ensured that the institutions stay operational at all time.

(Padma Angmo) IIS/पद्मा अंगमो,  
**Commissioner/ Secretary/आयुक्त /सचिव**  
**Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग**

Copy to:

1. Director, Accounts and Treasuries, UT of Ladakh.
2. Director, Social and Tribal Welfare Dept., UT of Ladakh.
3. District Programme Officer- ICDS, Leh and Kargil.
4. District Social Welfare Officer, Leh and Kargil.
5. District Child Protection Officer, Leh and Kargil.
6. PS to the Advisor to the Hon'ble LG, UT of Ladakh, for the info. of the Advisor.

(Annexure-A)

**Form for claiming TA/DA and other charges etc.**

Details				Purpose					
Name of personnel				1	For attending Workshops / Monitoring visit /IEC/ Enquiry Case				
Address									
Name of the Mission				2	District/Block /Villages visited				
				3	Distance from HQs (if claiming for more than 50 Kms)				
				4	No. of Days spent for visit				
Particulars of Journey and Halts							Distance Travelled by Road (Kms.)	Duration of halt (Days / hrs.)	Remarks
Departure		Arrival		Journey by Rail, Air or Road	Class	Fare in Rs.			
Name of place /station	Date and time	Name of Place /station	Date and time						
1	2	3	4	5	6	7	8	9	10


**Counter Signed\***

(Certifying particulars of journey and visit)

Name:

Designation:

Applicant Signature:

Date:

**Note: - \*Form for claiming TA/DA (Annexure-A) has to be counter signed by the Incharge/Head of the Dept. or organization in case of office/center premises visit including attending meeting/workshop/seminar/lecture/programme etc. In case of filed visit to village/block the presiding Sarpanch/BDO shall counter sign.**

**- 2nd part of the TA form (Overleaf) is also to be filled.**

**Instructions for preparing Travelling Allowance Bill**

1. Entry for Journeys and halts should be shown separately
2. When the first item in the TA claim is a halt, the date of the commencement of this journey should be stated in the '**Remarks**' Column.
3. T.A. Bill should be submitted as per the requirements specified by the Ministry. In absence of directions from Ministry, Directorate shall issue specific requirements in discussion with the Ministry.
4. **In case of air travel, boarding pass is mandatory to be attached with the bill.**

(Annexure- B)

**SUMMARY OF CLAIM(S)**

Sl.No	Details of Claim(s)	Amount Claimed (In Rs.)	Amount passed by Cash / PAO (in Rs.)
1	2	3	4
1	Railway / Air / Bus Fare (Col.5 on prepage)		
2	Road Mileage                      Kms@ Rs...../- per km (Col. 8 on prepage)		
3	Local transport expenses for field visits in the allotted district.		
4	Remuneration/Honorarium for..... days @ Rs. ....../- per day (if visit is for not less than 6 hours in a day)		
5	Accommodation / Enforced halt restricted to Rs...../- per day (Original Bills and a certificate from District / State Administration to be furnished).		
6	Journey DA (@ Rs. ....../- per day) provided the travel journey is more than six hours and no field visits is claimed on that day.		
7	Any Other Claim		
<b>Total Claim (Rs.)</b>			

### **CERTIFICATE**

(Please tick the relevant part)

1. Certified that no T.A. in respect of the journey or DA, etc. for the period mentioned in the bill has been or will be claimed from any other official source.
2. Certified that a copy of the report has already been sent to the DSWO/ DPO of concerned district.

Net Claim Rs.....

Rupees (in words)-..... (Contents received)

Please pay to self by Cheque / DD/ cash.

**Name of Mission:**

**Date:**

**Signature of the Drawing & Disbursing Officer**

Countersigned

**Signature of the Controlling Officer**