



सं / REGN NO: INSTM/R/2016/50001

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date:28.01.2016

To

Sh.Kumar Gaurav  
Flat No.B-2/303  
Eastern Heights Society  
Nyay Khand—3  
Indirapuram  
Ghaziabad UP - 201014

**Subject : Information sought under RTI Act, 2005**

Sir,

Please refer to your RTI application received on 10.01.2016.

2. The response to your request is given below;

| Sl.No | Information sought under RTI  | Response from ADR Cell  |
|-------|---|---|
| i.    | During training expenses incurred on lodging/boarding are not being reimbursed by my present department on the ground that in your office order A-12025/01/2015-ISTM dated 24.09.2015, only one side fair from shimla to Delhi has been allowed to be reimbursed. I need the clarification of this order & copy of concerned ruling based upon which such order had been issued.  | In terms of provisions contained in DOPT's O.M. No. T-25014/1/2016-TRG, dated 21/01/2016, reimbursement of expenditure incurred by a Government servant while on training on lodging, boarding etc. may not be made. A copy of this O.M. is enclosed.   |
| ii.   | As I was a permanent employee in a central govt. department on the date of my relieving i.e. on 31.01.2015 after having rendered service more than two years, I am eligible for transfer TA under CCS TA rules at the rate of my earlier salary mentioned in the Last Pay certificate. This provision is also mentioned in the detailed condition of service at Para No. (ix) of DOPTs order NO. 7/9/2013-CS.I(A) dated 20.07.2015. But due to your aforesaid order dated 24.09.2015, No transfer TA is being allowed to me. I need clarification in this regard & concerned ruling for such provision. | The Department of Expenditure is the nodal Department in respect of the matter relating to Travelling Allowance to be paid to a Govt. Servant. Information pertaining to this point may be provided by that Department, which is a separate public authority.<br>In so far as provisions contained in DoPT order no 07.09.2013 -CS.(i) (A) dated 27/7/2015 is concerned, the applicant may seek reply from the CS division DoPT who is a separate public authority. |

|      |   |   |
|------|---|---|
| iii. | As I could not avail the joining time to join the ATI Shimla on 01.08.2015 after my relieving on 31.07.2015 from my earlier post, I need information regarding the status of my joining time as amount of maximum joining time I am eligible for and i can avail as EL now on date etc.         | The Department of Expenditure is the nodal Department for deciding entitlement of Joining Time of a Govt. Servant. Information pertaining to this point may be provided by that Department, which is a separate public authority.   |
| iv.  | The shifting of training centre from ATI Shimla to ISTM, New Delhi for last two days of our training program is also a transfer of posting, we are eligible for the transfer TA for the same also under CSS TA rules. Clarification and concerned ruling in this regard may please be provided. | As per the ISTM Module of foundation training, last two days of foundation training for Off Campus candidates, who were being trained at Shimla is held at ISTM. This is not a transfer of posting but a part of training programme. Hence, no Transfer TA is applicable in this case. However, these candidates have been sanctioned one side T.A. from Shimla to Delhi. |

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Col. Ashwini Salaria, Additional Director, ISTM, Room No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [ashwini.salaria@gov.in](mailto:ashwini.salaria@gov.in) within 30 days of the receipt of this information.

Yours faithfully

एच. गोविंद

(H. Govind)

Deputy Director & CPIO  
E.Mail: govind.h13@nic.in



No.T-25014/1/2016-TRG (ISTM Section)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

Old JNU Campus, Block IV,  
New Mehrauli Road, New Delhi - 110 067  
Dated: 21<sup>st</sup> January, 2016

**OFFICE MEMORANDUM**

**Subject: Admissibility of Travelling Allowance (TA) and other expenditure incurred while on training by the Government Servants on probation.**


Institute of Secretariat Training and Management (ISTM) is conducting Foundation Training Course of newly recruited Assistant Section Officers (DR) and Stenographers (DR). ISTM has received number of references from various Ministries and Departments, requesting for clarification, whether the expenditure incurred by trainee Assistants, now re-designated as Assistant Section Officers, for their boarding, lodging etc. while undergoing Foundation Training, under the aegis of ISTM can be reimbursed to them. Representations have also been received from Assistant Section Officers, through their administrative Ministries in this regard.

2. The matter has been examined in consultation with the IFD(MHA) with reference to the Supplementary Rules 164 and instructions issued by the Government from time to time under the aforesaid Rules, which govern claims of Travelling Allowances while on training by probationers. The rule position is clarified as under:-

- (i) No Travelling Allowance may be allowed for the onward journey for joining the training institute;
- (ii) No Travelling Allowance may be allowed to the probationers while they are taken for outstation for training activity;
- (iii) Probationers have to pay boarding /lodging /transport charges, if any, from their pocket.
- (iv) No daily allowance may be admissible.
- (v) One side TA may be allowed to the participants while reporting for duty in the allocated Ministry/Department on completion of the Training Programme from an outstation Institute, which are located at Hyderabad, Kolkata, Chandigarh, Shimla and Jaipur, where such training is being conducted by ISTM at present, or any other State Training Institute, which may be identified later, outside NCR.

3. All Ministries/Departments of Government of India are, therefore, advised to decide the claims made by Assistant Section Offices in respect of reimbursement of expenditure by them for boarding/lodging and other transport charges during the period of their Foundation Training conducted by ISTM, in accordance with the provisions contained at para (2) of this O.M. In case, any reimbursement has already been made, the same may be recovered immediately.

4. This issues with the concurrence with the IFD(MHA), vide their Dy. No. 299/Fin.II/15, dated 31.12.2015.

  
(O.P. Chawla)

Under Secretary to the Government of India  
Tel: 011-2616 6856

To

- (1) All Ministries/Departments of the Government of India.
- (2) NIC, Training Division - with the request to upload O.M. on the website of this Department

To:-1. All Faculty Members of ISTM  
2. SO(ADR)

  
22/01/16  
चन्दन खोसला  
उप निदेशक