

**C I R C U L A R**

**Rc.No.613/2014/MEPMA/E1**

**Dated: 24-06-2016**

Sub: - Establishment - MEPMA Telangana –Implementation of Tour Policy – prior permission to be accorded before performing tour – Instructions issued - Reg.

Ref: - 1. This office Roc.No.3324/2009/MEPMA/E1,Dt.18-04-2009  
2. G.O.Ms.No.60 Finance (HRM-IV) Department, Dt. 02-05-2015.

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It is to inform that, vide reference 1<sup>st</sup>cited, the Mission Director, MEPMA Hyderabad has fixed the T.A, D.A & Lodging & Boarding rates for each level as indicated against column at state, Dist & ULB level for the personnel engaged in MEPMA project w.e.f.01-04-2009.

The Government issued orders for enhancement of rates of Daily Allowance to Government Servants while on tour within state and outside state, reimbursement of Lodging charges within state and outside state, Conveyance Charges payable to Government Servants at places outside the state while on tour vide ref 2<sup>nd</sup> cited.

Further, it came to the notice of undersigned the staff performing tours without prior permission of higher officials and submitting T.A bills after tour.

In this regard, all the Officers and Staff members are hereby instructed to obtain prior permission from Higher Officials and implement the tour policy guidelines & Government Orders as specified vide reference 1<sup>st</sup> and 2<sup>nd</sup> cited.

  
MISSION DIRECTOR

To  
All the concerned.  
MEPMA Hyderabad.

PROCEEDINGS OF THE MISSION DIRECTOR, MISSION FOR ELIMINATION OF  
POVERTY IN MUNICIPAL AREAS (MEPMA), A.P., HYDERABAD.

PRESENT: SRI M.JAGADEESHWAR, I.A.S.,

Roc.No. 3324 /2009/MEPMA/E1

Dated: 18-04-2009.

Sub: Allowances – MEPMA, IKP-Urban –Implementation of Tour Policy for  
the personnel engaged in MEPMA project – Orders Issued.

Read: 1) G.O.M.S. No.119 Finance(SMPC) department Dt.28.04.2008.  
2) G.O. Rt No. 336 MA&UD (UBS) Department, Dated:01.03.2009.

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ORDER:

The Traveling Allowance and Daily Allowance policy for the personnel engaged in IKP-Urban (MEPMA) has been examined on lines of the tour policy being implemented in SERP and the personnel engaged in IKP-Urban (MEPMA) are categorized into various levels as below and fixed the rates for each level as indicated in each of the column against the levels as per approval of the Chairperson, Executive Committee, MEPMA, the Tour Policy shall come into force with effect from 1-4-2009.

		Suggested Rates for MEPMA						
MEPMA Category	Grade	Lodging & Boarding on production of actual bills subject to a ceiling of			DA			TA
		Mission Cities in A.P. and Places Outside A.P.	Corporations in A.P.	Other Places in A.P.	Mission Cities in A.P. and Places Outside A.P.	Corporations in A.P.	Other Places in A.P.	
1	2	3	4	5	6	7	8	9
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
L6	Addl. Mission Directors	1500	1500	500	250	200	200	By train II/ III AC & AC Bus with special permission of MD, MEPMA they can travel by Air (Appex Air Fare)
L5	Administrative Officer, Finance Manager at State Level	1500	1000	350	200	200	150	

	Project Director (Urban), Administrative Officers & Accounts Officers at District Level	1500	1000	350	200	200	150	By train II/ III AC & AC Bus with special permission of MD, MEPMA they can travel by Air (Appex Air Fare)
	Sr. Specialist / Specialist at State Level	1500	1000	350	200	200	150	
L4	MIS Managers/Project Officers in Mission Cities	1500	1000	350	200	200	150	
	Asst. Directors at State Level	1500	1000	350	200	200	150	
L3	Jr. Specialists at District Level	1500	1000	350	175	175	125	By Train 2nd Sleeper / Non-AC Bus
	TPrO (Gr.1),	1500	1000	350	175	175	125	
L2	Sr. Accountants / Accountants & Sr. Asst. at State and District Level	1500	1000	200	125	125	100	By Train 2nd Sleeper / Non-AC Bus
	TPROs of Gr.II & III	1500	1000	200	125	125	100	
	System Administrator	1500	1000	200	125	125	90	By Train 2nd Sleeper /

L1	Jr. Specialists at ULB Level	1500	1000	200	125	125	90	Non-AC Bus
	Poverty Resource Person	1500	1000	200	125	125	90	
	Community Organisers at ULB level	1500	1000	200	125	125	90	
	Jr. Assistants at State and District Level /		1000	200	125	125	90	

NOTE: 1) For those regular employees, drawing regular scales of pay, if eligible for higher rates of TA / DA, as per G.O.Ms.No.336 of Finance (TA) Department, dated 29-10-2005, the same shall be followed.

2) For the specialists at District PMU, if they are drawing conveyance allowance of more than Rs.1000/- per month, then the same shall be limited to Rs.1000/- per month, if they choose to claim any TA & DA on their tours within the district.

3) The District Level Specialists may exercise the Option either to receive Rs.2000/- as fixed conveyance allowance, (with a minimum of 15 days tour) or to claim actual TA & DA on tours in the district along with Rs.1000/- as fixed conveyance allowance.

  
MISSION DIRECTOR  
28/10/04

To

All the Project Director, IKP-Urban, MEPMA of all the Districts

Copy to all the staff members of this office

Copy to All the officers / Specialists of this office.