

**Mormugao Port Employees(Grant of Conveyances Allowance) Regulations,**  
**1966**

**1. SHORT TITLE AND COMMENCEMENT:-**

- (1)These Regulations may be called the MORMUGAO PORT EMPLOYEES' (GRANT OF CONVEYANCE ALLOWANCE) Regulations, 1966.  
(2)They shall come into force with effect from 1st May, 1967.

**2. DEFINITIONS:-**

In these Regulations unless the context otherwise requires:-

(i)“Board”, “Chairman” and “Deputy Chairman” shall have the meanings assigned to them in the Major Port Trusts Act, 1963.

(ii)“Controlling Officer” means the chairman or the Deputy Chairman, in the case of Head of Departments, and the Head of the Department in case of other employees.

(iii)“Conveyance Allowance”, “Daily Allowance” and “Mileage Allowance” shall have the same meaning assigned to them in the Supplementary Rules of the Central Government.

(iv)“Employees” means an employee of the Board.

(v)“Joining time” means the time allowed to an employee in which to join his post or to travel to or from a station to which he is posted.

(vi)“Leave” means any kind of leave recognised by the Fundamental Rules or other Rules or other of the Central Government or by the Mormugao Port Employees (Leave) Regulations, 1964.

(vii)“Temporary Transfer” means a transfer to duty in another station which is expressed to be for a period not exceeding four months.

3. The following rates and conditions shall govern the grant of conveyance allowance for the employees who are required to travel extensively on duty at or within short distance of their headquarters.

4. The grant of conveyance allowance shall be governed by the following conditions:

(i) (a) No allowance shall be admissible unless the average monthly running on duty is more than 200 kilometers. Journeys between residence and normal place of work shall not be reckoned as running on official work.

(b) Journeys performed on bicycle or on foot shall not qualify for the grant of allowance under these regulations.

(ii) Allowance at the rates prescribe in Col.2 of the table in Regulation, 5 of these Regulations shall not be admissible to employees whose pay is less than Rs.700/- per month. This restriction will not apply in the case of Assistant Medical Officers.

(iii) Drawal of allowance at the rates in column 2 in the table in Regulation, 5 is subject to the employee owing and maintaining a motor car in a good condition using it for all official journeys for which the allowance is granted.

(iv) No allowance shall be admissible during :

(a) Joining time, leave any period of temporary transfer. The allowance shall also not be admissible during holidays prefixed to leave and joining time.

(b) Any period of more than 15 days at a time during which an employee in receipt of allowance under column 2 of the table in Regulation 5 does not maintain a motor car or the motor car maintained by him remains out of order or is not used for official journey for any other reasons.

(v) The officers who are granted conveyance allowance under these orders will not be entitled to any other travelling allowance, i.e. daily or mileage allowance for journeys upto 16 kilometers from the usual place of work at the headquarters. The travelling allowance for journey beyond 16 kilometers will be admissible as under:

(a) If the journey is performed otherwise than in his own conveyance, the travelling allowance, i.e. daily allowance and/or mileage allowance, as admissible under the rules may be drawn in full;

(b) If he travels by road in his own conveyance either in combination with the rail/steamer/air journey or otherwise, the officer may at his option exchange his conveyance allowance at the the 1/30th for each day for any travelling allowance , i.e. daily allowance and/or mileage allowance admissible to him under the Rules.

5. The rates of Allowance prescribed are as under:

Average monthly travel on official duty Conveyance.	Rate of Conveyance allowance for journey by:	
	<u>Own Motor car</u>	<u>Other modes of</u>
1	2	3
201-300 kms.	Rs. 180/- p.m.	Rs.63/- p.m.

301-450 kms.	Rs. 270/- p.m.	Rs.90/- p.m.
451-600kms.	Rs. 315/- p.m.	Rs.108/- p.m.
601-800 kms.	Rs. 360/- p.m.	Rs.126/- p.m.
above 800 kms.	Rs. 405/- p.m.	Rs.135/- p.m.

6. Any employee claiming the allowance shall maintain a log book of journeys on duty qualifying for the grant of allowance for a minimum period of three months. The log book shall contain the following particulars:-

(a)The distance travelled on official duty.

(b)Places visited, with distance covered and purpose of each visit.

(c)The mode of conveyance maintained/used.

**NOTE:-**(1)Only Journeys within 16 kms. of the place of work at the headquarters qualify for the inclusion in the log book, provided the journeys are official and within the local jurisdiction of the employee.

(2)The controlling Officer shall scrutinise the log book, as frequently as possible during the period of three months. A longer period may be prescribed by the Board at its discretion.

7.An allowance under these Regulations shall be granted for a period not exceeding two years at a time and its continuance shall be reviewed at the end of each such period. The review should be made in accordance with the procedure laid down for the initial grant of an allowance.

8.In the case of Medical Officers and Asst. Medical Officers, the condition of maintaining log books may be waived by the Board. In such cases the allowance shall be admissible at the appropriate lowest rate mentioned in Regulation 5. Any claim for allowance at higher rates shall be supported by the maintenance of a log book as prescribed above.

9.The allowance granted may be drawn so long at the Controlling Officer is satisfied that there has been no charge in the nature of duties of the employee or the extend of his touring to justify the withdrawal of or a reduction in the rate of the allowance. A certificate to this effect shall be endorsed by the Controlling Officer in the Pay bills of

the employee concerned for the months of January, April, July and October in each year.

**10.Grant** of conveyance allowance to the present incumbents of the posts of Harbour Master and Medical Officer is governed by separate orders.