

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Office of the Joint Secretary (UD), DNH & DD
Fort Area, Moti Daman – 396220.

Email: codmc-daman-dd@nic.in | Office Tel: 0260 – 2230879

No. UD/DMN/JS/Rules-DA-TA/2022/686

Dated: - 29.08.2022

NOTIFICATION

In exercise of the powers conferred under **Section 300** read with **Section 63** of the Dadra and Nagar Haveli and Daman and Diu Municipal Council Regulation, 2004 (No. 2 of 2004) read with the “Dadra and Nagar Haveli and Daman and Diu (Adaptation of State Law and Presidential Regulations) Order, 2020, the Administrator of Dadra and Nagar Haveli and Daman and Diu is pleased to Notify the draft of “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Transportation Allowance to President, Vice-President, Councilor of Municipal Council) Rules, 2022**” applicable to Municipal Councils of UT of Dadra and Nagar Haveli and Daman and Diu and inviting objections / suggestions from the general public.

Those who wish to file their objections / suggestions, if any, may do so in writing addressed to the Jt. Secretary (UD), UT of Dadra and Nagar Haveli and Daman and Diu, Secretariat, Kachigam, Nani Daman, Daman – 396210 within 07 days of publication of this Notification in the Official Gazette of UT of Dadra and Nagar Haveli and Daman and Diu.

“The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Transportation Allowance to President, Vice-President, Councillor of Municipal Council) Rules, 2022”.

1. Short title and commencement: -

- (i). These Rules may be called “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Transportation Allowance to President, Vice-President, Councillor of Municipal Council) Rules, 2022**”.
- (ii). They shall come into force on the date of their publication in the Official Gazette of Union Territory of Dadra and Nagar Haveli and Daman and Diu.

2. Definition: - In these rules, unless the context otherwise requires –

- (a) “**Administration**” means the Union territory administration of Dadra and Nagar Haveli and Daman and Diu;
- (b) “**Administrator**” means the Administrator of the Union territory of Dadra and Nagar Haveli and Daman and Diu appointed by the President of India under article 239 of the Constitution;

- (c) “**District**” means a district specified by the Administrator by a public notification to be district for the purpose of this Rules;
- (d) “**Councillor**” means person(s) elected in the wards of the Municipal Area through elections;
- (e) “**Elected Representatives of Municipal Council**” means person(s) elected in the wards of the Municipal Ward, as specified, through elections;
- (f) “**President**” and “**Vice-President**” means the President and Vice-President of the Municipal Council respectively;
- (g) “**Regulation**” means the Dadra and Nagar Haveli and Daman and Diu Municipal Council Regulation, 2004;
- (h) “**Secretary Urban Development**” means the Secretary, Department of Urban Development, DNH & DD;
- (i) “**Transport Authority**” means Transport Department of Union Territory of Dadra and Nagar Haveli and Daman and Diu or Transport Office of any of its District.
- (j) “**Daily Allowance**” is allowance paid to Elected Representatives of Municipal Council while attending Official Tours, Functions etc. and collectively called as Daily Allowance.
- (k) “**Travel Allowance**” means Allowance paid to Elected Representatives of Municipal Council for reaching their destination from their place of residence.
- (l) Words and expressions used but not defined in these rules shall have the same Meaning assigned to them in the regulation or by any other Authority or Dictionary.

3. Daily Allowance and Travel Charges to President, Vice-President, Councillor on Official Tour and Official Events, Functions.

- (i). The Daily Allowance and Travelling Allowance of the Elected Representatives of Panchayats shall be admissible at following rates:

Sr No.	Elected Representative	Daily Allowance *	Travel Allowance * #
1	President / Vice-President, Municipal Council	₹ 1,750	Actual Bus Fare Or auto rickshaw @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II)
2	Councillors	₹ 1,250	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III)

Note: -

(a) *Daily Allowance means charges claimable by Elected Representatives of Municipal Council on attendance of Official Meeting, events etc. and such Daily allowance includes miscellaneous expenditure incurred towards attending such meetings and functions except travel as mentioned in sub-rule (ii) of Rule 3.*

(b) *Travel Allowance shall be claimed by Elected Representatives of Municipal Council to travel from place of his / her resident to destination for Official Meetings, Functions etc., as mentioned in in sub-rule (ii) of Rule 3 subject to entitlement or actual, whichever is less.*

** The Claim shall be provided up to the limit provided above on submission of Self Certified Claim, within a time-period of 1 month from the date of such meetings / official events / programs / functions.*

For Travel in own / hired vehicle the Self Certified Claim shall be made, however, such claim shall be entertained up-to entitlement or actual, whichever is less. For claim w.r.t travel in railways, it is mandatory to submit Tickets.

(ii). The President, Vice-President, Councillor of Municipal Council shall be entitled for Daily Allowance and Travelling Allowance only for -

(a) Official meetings or official events / programs / functions of Municipal Council;

provided that the invitation / meeting notice of the same is issued by the Chief Officer, Municipal Council in case of meetings or official events / programs / functions of Municipal Council

and;

(b) Events / programs / functions organized by Government or Government Institutions.

(iii). The Transport Allowance applicable to Elected Representatives shall be to the extent of entitlement as above sub rule (i) of Rule 3 of this Rules or actual amount spent, **whichever is less on such travel.**

(iv). No Travelling Allowance shall be admissible to any Office bearer of a Municipal Council if the travel expenses are borne by State Government or other Organizations.

(v). No claim of Travelling allowance / Dearness allowance shall be entertained in case the claims are submitted beyond the time-period of 1 month from the date of meetings / official events / programs / functions.

-4-

4. Maintenance of Daily Allowance and Transport Allowance Records and Countersignature –

(i). An Elected Representative of Municipal Council shall submit their claims of Daily allowance and Transport allowance within a time-period of 1 month from the date of meetings / official events / programs / functions, for Countersignature to;

(a) The TA / DA Bills of President and Vice-President, Municipal Council and Elected Representatives of the Municipal Council shall be countersigned by the Chief Officer, Municipal Council.

(ii). Maintenance of Records-

(a) The TA / DA records of President, Vice-President and Councillor shall be maintained by the Accountant or any other Officer deputed by the Chief Officer.

(b) The TA / DA (including food, travel and accommodation allowance during travel) records of President, Vice-President and Councillor shall be maintained by the Accountant.

5. General —

(i). The Secretary, Urban Development may issue Orders in clarification of this Rules, if any difficulty or otherwise arises in implementation of this Rules.

By Order and in the name of
Administrator of Dadra and Nagar
Haveli and Daman and Diu.

(Arun Gupta)
Joint Secretary (UD),
UT of Dadra & Nagar Haveli
and Daman & Diu