

No. 13/8/84-S II

From

The Chief Secretary to Government Haryana.

To

- (i) All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
- (ii) Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh the 31st December, 1984.

Subject : Grant of leave travel concession for visiting any place in India to the State Government employees.

Sir,

I am directed to say that the Haryana Government employees are at present allowed leave travel concession for visiting their home towns once in a block of two years beginning from the block year from 1956-57 as per instructions contained in the Joint Punjab Government letter No. 2892-GI-57/6828, dated the 26/28th May, 1957 and the instructions issued subsequently from time to time in this respect.

2. The question of extending the facility of leave travel concession for visiting any place in India once in four years to the state Government employees has been under consideration of Government for some time. It has now been decided that this concession may be given to State Govt. employees on the pattern laid down by the Government of India subject to the following conditions :—

- (i) Once in a block of 4 Calendar years commencing from the year 1984—the first block being 1984-87, every state Government employee (including those whose home towns are situated within 400 kms., or in the case of Government employees in class-IV services/posts 160 kms.) would be entitled to avail himself and for members of his family, of the leave travel concession for journey to any place in India subject to all other conditions laid down in the existing scheme of leave travel concession for visiting home town. If this concession for visiting any place in India is not utilised during the block of 4 years it can be carried forward to the first year of the next block of 4 years with the permission of the Head of the Department.
- (ii) The State Government employees who are entitled to get LTC for journeys to their home towns under the existing scheme will also be eligible to avail themselves of the concession to visit any place in India once in a block of 4 years. But if this concession is availed of, it will be in lieu of and adjusted against the leave travel concession to the home town admissible to the employee during the corresponding block of 2 years e.g. if any employee avails of LTC for visiting any place in India for the block years 1984-87 during the years 1984-85, he will have to forgo LTC for visiting Home Town for the Block 1984-85 if admissible to him.
- (iii) The reimbursement of fare will be allowed for the entire distance both ways without any deduction in respect of the first 400/160 kms. A Govt. employee will not thus be required to bear the liability in respect of fare for the first 400 kms. of the journey (in the case of class IV employees fare for the first 160 kms. of the journey) as in the case of LTC for visiting home town. There will, however, be no change in the matter of LTC for visiting home town under which a Government employee will have to bear the liability in respect of the first 400 kms./160 kms. as the case may be.

- (iv) The reimbursement of the expenditure will be made only if the journeys are performed by rail, or by buses of Haryana Transport Department, Haryana Tourism Department or of Haryana Tourism Corporation.
- (v) Prior permission of the Head of Department or Administrative Department as the case may be should be obtained before undertaking the journey while availing of the concession. A copy of the application form in which employees should seek such permission is at annexure 'A'.
- (vi) After the completion of journeys while submitting his claim the employee will give a certificate and an affidavit in the forms at annexures 'B' and 'C' that the journeys have actually been performed by him/members of his family for going to the declared place of his visit.
- (vii) The concession will also be admissible for journeys performed by the Government employees during regular leave or casual leave as the case may be irrespective of the duration of leave.
- (viii) The definition of family for purposes of the leave travel concession under the scheme will be the same as has been accepted for purposes of travelling allowance for journeys on transfer.
- (ix) The concession will not be admissible for travel by air or air conditioned first class in rail. It may be further clarified that in case of officers entitled to travel by air, or air conditioned train or air conditioned bus, they will be entitled or restricted to claim only first class railway fare. For the journeys performed by LTC beneficiaries, they will claim the fare only for the shortest route between the place of embarking for journey and the destination.

3. Instructions issued by the Government of India for the grant of leave travel concession for visiting any place in India (details given in the annexure 'D') will henceforth apply mutatis mutandis to all the State Government employees subject to the conditions mentioned in para 2 above. Copies of these instructions are also enclosed.

4. All the Departments/Controlling Authorities are requested to maintain regular accounts of the expenditure incurred on the grant of benefit of LTC to visit any place in India to the employees working under them. This information should be sent to the Finance Department by 30th April every year in regard to the preceding financial year.

5. The members of All India Services will, however, continue to avail of the leave travel concession as per the provisions of the All India Services (Leave Travel Concession) Rules, 1975 as amended from time to time.

6. This issues with the concurrence of Finance Department conveyed vide their U.O. No. 4/11/3PR-(F.D.)-84, dated 21-12-84.

Yours faithfully,

Sd/-

BALDEV MEHNDROO

Under Secretary, Administration,
for Chief Secretary to Govt., Haryana.

No. 13/8/84-S II

Dated Chandigarh, the 31st Dec., 1984.

A copy, with a copy of enclosures, is forwarded to the Accountant General (Accounts) Haryana for information.

Sd/-

BALDEV MEHNDROO

Under Secretary, Administration,
for Chief Secretary to Govt. Haryana.

A copy each with a copy of enclosures, is forwarded to all Financial Commissioners and Administrative Secretaries to Govt. Haryana for information.

BALDEV MEHNDROO

Under Secretary, Administration,
for Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners and Administrative Secretaries to Government Haryana.

U.O. No. 13/8/84-S II

Dated Chandigarh the 31st Dec., 1984.

A copy each, with a copy of enclosures, is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

BALDEV MEHNDROO

Under Secretary, Administration,
for Chief Secretary to Govt. Haryana.

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. 13/8/84-S II

Dated Chandigarh, the 31st Dec., 1984.

ANNEXURE 'A'

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1. Name of the officer/employee.
2. Post held
3. Date of appointment in the present service.
4. Period during which L.T.C. is proposed to be availed of (in case of self please indicate whether leave has been sanctioned).
5. Block of years for which L.T.C. is proposed to be availed of.
6. Details of L.T.C. to be availed of :
 - (i) Whether for visiting home town.
 - (ii) Whether for visiting any place in India.
 - (iii) In case of (ii) above the place to be visited.
7. Members of family for whom L.T.C. is to be availed of.
 - (i) Names of family members with present age.
 - (ii) Relationship with the applicant.
8. (i) When L.T.C. was availed of last ? (Indicate the block years for which L.T.C. was availed of and the period during which it was availed of).
- (ii) If any sanction for the grant of L.T.C. was issued, please quote its No. and date.

It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom L.T.C. is being claimed, are residing with me.

Dated : .

Place.

Signature of applicant

Designation

ANNEXURE 'B'

CERTIFICATE TO BE GIVEN BY A GOVERNMENT EMPLOYEE

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years/four years from _____ to _____.
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children/_____ children. This claim is in respect of the journey performed by my wife/myself with _____ children/_____ children none of whom travelled with the party on the earlier occasion.*
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children/_____ children in respect of the block of two years/four years from _____ and _____. This claim is in respect of the journey performed by my wife/myself with _____ children/_____ children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the leave travel concession in respect of a journey performed by me in the year _____ in respect of block of two years/four years from _____ and _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with _____ children/_____ children to the declared home town viz./place _____ in India.
6. That my husband/wife is not employed in/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years/four years.

Signature of the Govt. Employee

ANNEXURE 'C'

AFFIDAVIT

I, _____ S/o _____
employed as _____
in the office of _____
do hereby solemnly affirm and declare that the journeys in respect of which
L.T.C. for visiting _____ is being claimed vide my bill for the period
_____ were actually performed by me and/or the members of my
family as per details given in the L.T.C. bill.

DEPONENT

VERIFICATION :

Verified that the above facts are true to the best of my knowledge and
belief and that nothing relevant has been concealed therein.

Place _____

DEPONENT

Date _____

ANNEXURE 'D'

1. Govt. of India letter No. 43/6/73-Ests (A) dt. 3rd May, 1974 (with a copy of its enclosures i. e. letter No. 43/6/73-Ests (A) dated 11.3.74.)
 2. Govt. of India letter No. 31011/4/78-Estt. (A) dt. 1.9.78.
 3. Govt. of India letter No. 31011/2/75-Estt. (1) dt. 3.2.79.
 4. Govt. of India letter No. 11022/3/81-AIS (II) dt. 20.6.81.
 5. Govt. of India letter No. 31011/14/83-Estt. (A) dt. 29.11.83.
 6. Govt. of India memorandum No. 31011/17/83-Estt. (A) dated 27.12.83.
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No. 43/6/73-Estts (A)

Government of India/Bharat Sarkar,
Cabinet Secretariat/Mantrimandal Sachivalaya,
Department of Personnel and Administrative Reforms
(Karmik aur Prashasanik Sudhar Vibhag).

New Delhi, dated the 3rd May, 1974

OFFICE MEMORANDUM

Subject : Leave Travel Concession in respect of Central Government employees in Class I posts/services-Recommendation of the Third Central Pay Commission.

The undersigned is directed to say that the recommendations of the Third Central Pay Commission contained in paras 12, 13 and 14 of Chapter 58 of their report relating to leave Travel Concession have since been accepted by the Government in respect of civilian employees of the Central Government in Class I services/ posts vide Ministry of Finance (Department of Expenditure) Resolution No. 11/35/74-IC, dated 1st May, 1974.

2. Accordingly the President is pleased to decide that the provisions of the Department of Personnel and Administrative Reforms' Office Memorandum No. 43/6/73-Ests (A), dated the 11th March, 1974 (Copy enclosed) will, with immediate effect, also apply to civilian employees of Central Government in Class I services/ posts.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders issue in consultation with Comptroller and Auditor General of India.

4. Hindi Version of this office Memorandum will follow.

Sd/-

(P. S. VENKATESWARAN)

Under Secretary to the Government of India.

To

All Ministries/Departments etc., with
usual number of spare copies.

COPY OF THE DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS : OFFICE MEMORANDUM NO. 43/6/73-Ests (a) DATED THE
11TH MARCH, 1974. TO ALL MINISTRIES AND DEPARTMENTS.

Subject : Leave Travel Concession in respect of Central Government employees in Class II, III and IV services/posts-Recommendation of the Third Central Pay Commission.

In paragraphs 12, 13 and 14 of Chapter 58 of their Report, the Third Central Pay Commission have recommended as follows :—

- (a) "We feel that the best course would be to continue with the existing provision as regards the journeys to home-towns once in a block of two Years with the modification that once in a block of four years, every Government employee should be allowed to avail of the LTC for journeys to any place in India subject to all other conditions laid down in the existing scheme. We recommend accordingly. In allowing the concession of journeys to places other than home towns the benefit should be extended to those employees also whose home-towns are situated within 400 Kms., or, in the case of Class IV servants, within 160 Kms."
- (b) "As regards the definition of family for purposes of the LTC, we recommend that it should be the same as suggested by us for purposes of travelling allowance for journeys on transfer."
- (c) "An employee can avail of the travel concession only if he takes regular leave for a minimum period of 15 days, although the condition of leave does not apply to journeys performed by the members of family of Govt. servants. In our view, the existing restriction is an unnecessary irritant and the employees are sometimes forced to take leave simply to become entitled to this concession. Thus, the employee remains absent from duty for a longer period than would be the case if the LTC were provided also for journeys performed during casual leave. We therefore, recommend that the employee should be permitted to avail of the Leave Travel Concession for journeys performed during the casual leave also without specifying any minimum period of absence"

2. These recommendations have been accepted in respect of civilian employees of the Central Government in Class II, III and IV services/posts vide Ministry of Finance, Department of Expenditure Resolution No. 70(34)/73-Imp. Cell published in the Gazette of India—Extraordinary—Part-I—Section I dated November 1, 1973.

3. Accordingly, the President is pleased to decide that the existing Leave Travel Concession Scheme admissible to Central Government employee vide Ministry of Home Affairs O.M. No. 43/1/55-Ests (A); Pt. II, dated 11.10.1956, as amended from time to time, shall be modified to the extent indicated below in so far as it relates to civilian employees of the Central Government in Class-II, III and IV services/posts, with immediate effect :—

- (i) The definition of 'family' for purposes of the Leave Travel Concession to the home town will be the same as that which has been accepted vide item (c) of item 28 of the resolution, referred to in para 2 above for purposes of travelling allowance for journeys on transfer.
- (ii) The concession will also be admissible for journeys performed by the Government servant during regular leave, or casual leave, as the case may be, irrespective of their duration.

- (iii) Once in a block of four calendar Years commencing from the year 1974 every civilian employee of the Central Government in Class II, III and IV services/posts (including those whose home towns are situated within 400 Kms. or, in the case of Government servants in Class IV services/posts, 160 Kms.) would be entitled to avail himself of the Leave Travel Concession for journeys to any place in India, subject to all other conditions laid down in the existing scheme, as modified by (i) and (ii) above. In particular, the concession for travelling to any place in India, if not utilised, during the block of four years, could be carried forward to the first Year of the next block of four Years.

Civilian employees who are entitled to Leave Travel Concession for journeys to their home town under the existing scheme will also be eligible to avail themselves of the concession to travel to any place in India once in block of four Years, but, if this concession is utilised, it will be in lieu of and adjusted against the Leave Travel Concession to the home town including the concession, if any, carried forward, to which they may be entitled at the time the journey to any place in India is undertaken. Further, such employees will be entitled to carry forward the concession to travel to any place in India to the first Year of the next block of four Years only if they are entitled to a carried forward Leave Travel Concession to home town for that year.

It is also clarified that in the case of such employees as have carried forward the Leave Travel Concession to the home town pertaining to the block 1972-73 and 74, only one out of the three journeys (including the above carried forward) that they are entitled to in the block of Years 1974-77 can be utilised for performing a journey to a place other than the home town. In view of the provision for carry forward, this journey can either be performed in the period 1974-77 or if not performed, it can be carried forward to 1978, the first Year of the next block, provided the Leave Travel Concession for the home town for the block Year 1976-77 has not been utilised.

4. All other conditions for grant of LTC in so far as civilian employees of the Central Government in Class II, III and IV services/posts are concerned, will stand unaltered.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General.

6. Hindi version of this O.M. will follow.

Sd/-

(P. S. VENKATESWARAN),
Under Secretary to the Government of India

No. 31011/4/78-Estt. A

Government of India
Ministry of Home Affairs
Department of Personnel and Administrative Reforms.

New Delhi, the 1st Sept., 1978

OFFICE MEMORANDUM.

Subject : Leave Travel Concession--Relaxation of time limit for refund of advances.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 43/3/63-Estt. (A), dated the 1st October, 1966, on the above subject and to say that according to the said Office Memorandum a Government servant who is granted advance to enable him and/or members of his family to avail the Leave Travel Concession should refund it, in full, immediately, if the outward journey is not commenced within thirty days of the drawal of advance. The Railways have since raised the time limit for reservation of seats/berths by six months before the date of the journey. The Government employees who avail Leave Travel Concession are placed to at a disadvantage in regard as they can draw the Leave Travel Concession advance and make reservations only thirty days before the date of journey and by that time all seats/berths are normally booked. In order to alleviate the difficulties of the Govt. employees, it has been decided that a Government employee can draw advance in respect of the journey proposed to be performed under the Leave Travel Concession scheme, by himself and/or by the members of his family sixty days before the proposed date of the outward journey. He should, however, produce railway cash receipts within ten days of the drawal of advance to the competent authority to show that he has actually utilised the amount to purchase the tickets.

2. In so far as person serving in the Indian Audit and Accounts Department are concerned these instructions issue, with the approval of the Comptroller and Auditor General of India.

3. Necessary amendment to GFR 235 in this regard will be issued by the Ministry of Finance in due course.

Sd/-

A. C. Gupta

Deputy Secretary to the Govt. of India.

To

All Ministries/Departments of the Govt. of India.

No. 31011/2/75-Estt (1)

Government of India
Ministry of Home Affairs.
Department of Personnel and Administrative Reforms

New Delhi, the 3rd February, 1979

OFFICE MEMORANDUM

Subject : Leave Travel Concession to Central Government employees---clarifications and decisions relating thereto.

The undersigned is directed to refer to this department O.M. No. 43/6/73-Estt. (A), dated the 11th March, 1974, and subsequent O.M. of even number dated the 3rd May, 1974 and to clarify some points relating to the concession to visit any place in India, as under :—

- | | |
|---|--|
| <p>1. Is the concession to visit any place in India an additional benefit to those who are already entitled to LTC to home-town ?</p> | <p>1. No. In the case of Govt. servants who are already entitled to Leave Travel Concession to home-town the concession to visit any place in India is in lieu of, and to be adjusted against, the Leave Travel Concession to home-town to which a Govt. servant is eligible at the time of undertaking the journey to visit any place in India, including the concession carried forward; if any.</p> |
| <p>2. Can a Govt. servant who has already availed of LTC to visit home-town in a block of two years avail of the concession to visit any place in India within the same block of two years or should he wait for the next block of two years ?</p> | <p>2. As already stated under item (1) above, the LTC to visit any place in India, if availed of by Govt. servant who is entitled to LTC to home-town will be adjusted against the LTC to home-town available to him at the time of undertaking the journey. Therefore, if a Govt. servant has already availed of the LTC to home-town in respect of, say the block of 1978-79, he cannot avail of the concession to visit any place in India till the end of 1979 because there is no LTC to home-town admissible to him which can be adjusted against the LTC to visit any place in India. He can avail of the concession to visit any place in India only when he becomes entitled to the next block of LTC to home-town viz., 1980-81.</p> |
| <p>3. Whether a Govt. servant should intimate to the Controlling Authority before the commencement of the journey, the place he or his family member(s) intend(s) to visit and also actually visit that place under the LTC to visit any place in India ?</p> | <p>3. Yes. Whenever a Govt. servant proposes to avail of leave travel concession to visit any place in India in a block of four years either for himself and/or a member/members of family, he has to declare the intended place of visit as and when the concession is proposed to be availed of by the Govt. servant and/or members of his family. After the intended place of visit is declared, he and/or</p> |

member/members of his family, as the case may be, must visit that place in order to be eligible for making the claim. While the Govt. servant and/or member/members of family is/are free to go by any route to the declared place of visit, the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

4. What is the scope of the expression : any place in India ?
4. The expression 'any place in India' will cover any place within the territory of India whether it is on the main-land India or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.
5. How will the claim of a Govt. servant be regulated when he visits a place like Port Blair in Andaman & Nicobar Islands under the concession to visit any place in India ?
5. The surface journey to the nearest Port will be regulated under the Normal LTC rules and the sea passage will be regulated in accordance with the provisions of SR-40.
6. Is the concession to visit any place in India admissible to Govt. servants employed on contract basis ?
6. Yes, provided they complete one year's continuous service and the appropriate administrative authority certifies at the time the Govt. servant concerned avails of the LTC to visit any place in India that he is likely to continue to serve under the Central Govt. for a period of 4 years from the date of his joining the post under the Central Govt. The block of 4 years will be reckoned from the actual date of joining the post under the Central Govt.
7. What is the position regarding admissibility of LTC to visit any place in India to State Govt. servants on deputation to Central Govt. ?
7. If an officer of a State Govt. is entitled to LTC to visit home-town in accordance with the provisions in this concession either to visit his home-town or exchange it for the concession to visit any place in India subject to the condition that the administrative authority concerned should certify that he is likely to serve the Central Govt. for a period of 4 years. If the officer concerned is not entitled to LTC to home-town on account of the home-town being within the minimum distance provided in this regard he can avail of the LTC to visit any place in India, only if the appropriate administrative authority certifies that he is likely to serve the

Central Govt. for a period of 4 years reckoned from the date of his joining the Central Govt.

8. What is the position regarding eligibility of re-employed officer to the concession to visit any place in India ?

8. A re-employed officer can also avail of the concession to visit any place in India provided he completed one year's continuous service after re-employment and the administrative authority certifies that he is likely to serve for a period of four years from the date of his initial re-employment. In case of re-employment immediately after retirement without break, the period of re-employed service may be treated as continuous with the previous service for the purpose of LTC and the concession allowed for the re-employed period, provided the concession would have been admissible to the reemployed officer had he not retired. Thus, if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he would not be given further concession till the expiry of the particular block of four years.

9. How will the claim of a Govt. servant under the LTC to visit any place in India be regulated if he purchases a circular tour ticket ?

As already stated, a Govt. servant has to declare the place(s) of visit with reference to which he and/or a member/members of family will avail of the concession to visit any place in India. Once this is done, the claim will be regulated as between the headquarters and the place(s) indicated by the Govt. servant by the shortest direct route. The actual claim will be limited to the amount that would be admissible if the officer had travelled between the headquarters and the declared destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.

Yes.

10. Will the definition of the family applicable for the purposes of LTC to visit home-town apply to the LTC to visit any place in India ?

2. The following decisions of the Govt. in regard to the LTC are also brought to the notice of all administrative authorities.

1. Change of the declared place of visit after its being intimated to the controlling authority.

The declared place of visit can be changed if a Govt. servant so desires, with the approval of the controlling authority, before the commencement of the journey.

The declared place of visit cannot be changed after the commencement of the journey.

Exceptions can, however, be made where it is established that the request for change in the place of visit could not be made before the commencement of the journey owing to circumstances beyond the control of the Govt. servant concerned. This relaxation can be allowed by the administrative Ministry/Department in respect of persons serving in a Ministry/Department, or by the Head of Department in the case of others and the claim allowed.

2. Travel to different places by the Govt. servant and members of his family under the concession to visit any place in India?

While availing of LTC to visit any place in India, the Govt. servant and/or members of his family may visit the same place, or different places of their choice. When the Govt. servant or any member of his family performs a journey to home-town the Govt. servant will have to bear the cost of the journey for the first 400/160 K.M. both ways.

3. Regulations of LTC claim when a Govt. servant purchases a seat in Yatra Special trains, inclusive of the cost of board etc.

In this case, the claim will be regulated with reference to the place indicated by the Govt. servant as his place of visit. If the amount of claim calculated on the basis of the shortest direct route between the headquarters and the declared place of visit by the entitled class or by the lower class (if a lower class of accommodation has actually been used while travelling by Yatra Special) is less than the expenditure incurred by the Govt. servant for purchasing a seat in the Yatra Special, the former amount alone would be admissible.

4. Regulations of LTC claim when a Govt. servant undertakes the journey in a chartered bus.

Where a Govt. servant takes a seat or seats in a chartered bus under the LTC scheme to visit any place in India, the reimbursement may be either the actual hire charges on the chartered bus, or the amount reimburseable had the journey to the declared place of visit been undertaken by the entitled class by rail by the shortest direct route, whichever is less.

5. Regulations of LTC claim if the spouse of a Govt. employee is employed in offices other than a Central Govt. Office where the LTC facilities are available.

In such cases, the Central Govt. servant should furnish a certificate as under at the time of preferring his/her LTC claim.

"Certified that my wife/husband for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous

- Body etc.) which provides leave travel concession facilities but she/he has not preferred, and will not prefer, any claim in this behalf to her/his employer."

Where the spouse of the Govt. servant is not so employed, the Govt. servant concerned should give a certificate as under :—

"Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Undertaking/ Corporation/Autonomous Body financed wholly or partly by the Central Govt. or a Local Body, which provides LTC facilities to its employees and their families."

3. The provisions of para 2(2) above shall be applicable to journeys performed on or after issue of this O. M. availing of LTC admissible for the four year block 1978-81 (but not to journeys performed by availing of LTC admissible for the block year 1974-77). This provision will also be applicable in cases where either the Govt. servant, members of the family of the Govt. servant himself or some have already availed of LTC in respect of the block-1978-81 but rest of the family members avail of it after the issue of this O. M. Past cases shall not be re-opened.

4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

5. Hindi version will follow.

Sd/-
R. C. Gupta,
Dy. Secy. to the Govt. of India.

To

All Ministries/Departments to the Govt. of India with usual number of spare copies.

Copy of letter No. 11022/3/81--AIS (II), dated the 20th June, 1981 from Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi, to the Chief Secretaries of All States

Subject :— Leave Travel Concession—clarification whether the travel by air/air conditioned first class rail accommodation would be admissible.

I am directed to say that clarifications have been sought as to whether a member of an All India Service serving under the State Government where the Leave Travel Concession is not admissible in respect of the State Civil Services, and has consequently availed the leave travel concession under the rules as applicable to members of the Central Civil Services Group 'A' under rule 3 of the All India Services (Leave Travel Concession) Rules, 1975, would be eligible to travel by air or air conditioned first class by rail. Leave Travel Concession is a benefit admissible for travel to home-town/anywhere in India, as the case may be while the Officer takes leave and avails of the benefit under the leave travel concession scheme; consequently the entitlement of an Officer in regard to the class of travel is not related to the position obtaining under the relevant T.A. rules which are a different set of rules admissible when the Officer is on tour or on transfer. It is clarified that under the leave travel concession rules as applicable to Central Civil Services Group 'A' referred to above, travel by air or air-conditioned first class in rail is not admissible.

Copy of Office Memorandum No. 31011/14/83-Estt. (A) dated 29-11-1983 from the Deputy Secretary to Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms addressed to All Ministries/Departments with usual number of spare copies and others.

Subject :- Leave Travel Concession—Procedure to prevent misutilisation of an advance or delay in refund of an unutilised advance.

The undersigned is directed to say that in order to ensure that advances drawn for availing the Leave Travel Concession are not misutilised and the amount if not utilised for any reason is refunded without any delay, it has been decided that in all cases of drawal of an advance for the purpose of leave travel concession, the documentary evidence of utilisation of the advance for the outward journey—such as cash receipts or the tickets for journey by bus or railway tickets shall be produced to the competent authority within 10 days of the drawal of the advance to show that the concerned government servant has actually utilised the amount to purchase the tickets for journey to the place named in his application for the advance.

Ministry of Finance, etc. are requested to bring this to the notice of all concerned for compliance.

Copy of Memorandum No. 31011/17/83-Estt. (A) dated 27-12-1983 from the Deputy Secretary to Govt. of India, Ministry of Home Affairs, Department of Personnel And Administrative Reforms, New Delhi addressed to All Ministries/Departments and to others

OFFICE MEMORANDUM

Subject :-Leave Travel Concession-Central Govt Servants posted at non family stations
Entitlement in respect of members of family.

The undersigned is directed to say that in the context of this Department's O. M. No. 31011/6/80-Estt. (A) dated 24th March, 1981, some Ministries and Departments have raised the question of admissibility of Leave Travel Concession to families of Central Government employees posted at non family stations, as the families of such employees have necessarily to reside at a place away from the headquarters of the employees concerned and they do not therefore fulfil the requirement of SR 2(8) regarding residence with the Government servant in order to be treated as the members of his family. After careful consideration of the matter in all its aspects, it has been decided that families of Government servants posted at non family stations may be allowed leave travel concession to any place in India once in a block of 4 years/to home town once in a block of two years, subject to the following conditions :-

- (1) The concerned Government servant is debarred by the conditions of his service to reside with his family at the place of his posting ;
- (2) The concession will be restricted to Govt. servant's spouse and dependant children upto 21 years of age only and
- (3) The reimbursement should in no case exceed the actual distance travelled by the family or the distance between the headquarters/place of posting of the Government and the place visited/home town whichever is less,

14755-C. S. H.G.P., Chd.