

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-Estts. (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-Estts.(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 employees should be allowed to avail of the L.T.C. 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 L.T.C. 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 L.T.C. 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-Estts.(A), PT., II, dated 11th October, 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(e) 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 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 hometown 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 hometown 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 hometown. 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 hometown 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. 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 Government 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.) . . . ,

R.C. GUPTA

Deputy Secretary to the Govt. of India.

To

All Ministries/Departments of the Government 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 :--

(1) Is the concession to visit any place in India an additional benefit to those who are already entitled to LTC To hometown ?

(1) No. In the case of Govt. servants who are already entitled to Leave Travel Concession to hometown 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.

(2) Can a Govt. servant who has already availed of LTC to visit hometown 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 ?

(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 hometown will be adjusted against the LTC to hometown available to him at the time of undertaking the journey. Therefore, if a Govt. servant has already availed of the LTC to hometown 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 hometown 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 hometown viz, 1980-81.

(3) Whether a Govt. servant should intimate to the

(3) Yes, Whenever a Govt. servant proposes to avail of leave

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 ?

travel concession to visit any place in India in a block of four years either for himself and/or 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 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 mainland 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 and Nicobar Islands under the

(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

concession to visit any place in India ?

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 hometown 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 hometown 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 re-employed 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 ?
- (6) 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.

- (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 ?

(10) Yes.

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 Government servant, members of the family of the Government 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. Insofar 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 29th November, 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 27th December, 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 Carefull consideration of the matter in all its aspects, it has been decided that families of Government servants posted at non-family station 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 up to 21 years of age only; and
- (3) The re-imbusement 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.

Copy of letter No. 31011/35/86-Estt.(A), dated the 6th August, 1987 from Shri A. Jayaraman, Director (E), Govt. of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training), New Delhi addressed to All Ministeries/Department of the Govt. of India.

OFFICE MEMORANDUM

Subject.--Entitlement of journeys for the perpose of Leave Travel Concession consequent on the revision of pay scales of the Central Government posts on the recommendations of the 4th Pay Commission.

The undersigned is directed to say that consequent on the decisions taken by the Government on the 4th Pay Commissions recommendations relating to the entitlements for journey on transfer the following will be the entitlement for journeys on various modes of transport while availing L.T.C. by the Central Government

employees and their families :--

1.1. Journey by Rail

Pay range :	Entitlement of Class
(a) Rs. 2,800 p.m. and above	II Class A. C. 2 Tier Sleeper/I Class.
(b) Rs. 1,400 p.m. and above but less than Rs. 2,800 p.m.	I Class/A.C. Chair Car.
(c) Less than Rs. 1,400 p.m.	II Class (Sleeper).

The above entitlements at (a) & (b) shall also apply for the journey performed by II Class A.C. 2 Tier Sleeper and A.C. Chair Car on Rajdhani Express.

1.2. Journey by Road :

The Government's assistance towards the cost of journey between places not connected by rail will be admissible to the Govt. servants as under :--

- (i) Where a public transport system with vehicles running between fixed points at regular intervals and charging fixed fare rates, exists the reimbursement will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

Note :--Appropriate class means as follows :--

- | | |
|---|---|
| (a) Officers drawing pay of Rs. 1,400 and above per mensem. | By any type of bus including Super-deluxe. Deluxe, Express etc. buses but excluding Air Conditioned bus. |
| (b) Officers drawing pay of less than Rs. 1,400 P.M. | By ordinary buses only. The claims for travel in Express buses may also be admitted, if the journey is actually performed by such bus on account of non-availability of seat in ordinary bus. |

- (ii) Where a public transport system does not exist the entitlement will be regulated as in the case of journeys undertaken on transfer.

Note : Leave Travel Concession shall not be admissible for journey by a private car (owned, borrowed or hired) or a bus, van or other vehicle owned or operated on charter by private operators. However, travel by private operator buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Govt. concerned will be admissible.

1.3. Journey by Sea :

In regard to places in territory of India connected by shipping services, the entitlement of a Govt. Servant to travel by ship will be regulated as in the case of journey by ship undertaken on transfer.

1.4. Travel between places not connected by any means of transport:

1. For travel between places not connected by any means of transport a Govt. servant can avail of animal transport like pony, elephant, camel etc. In such cases, mileage allowances will be admissible at the same rate as for journeys on transfer.

2. Pay for the purpose of entitlement as indicated above shall be the basic pay as defined in fundamental Rule (21)(a)(i).

3. It is clarified that as in the past, journey by Ist Class ACC by train and by Air-conditioned buses will not be the entitled mode of journey for LTC purposes for any class of Government servants.

4. These orders will take effect from 1st November, 1986. Cases already decided otherwise than in accordance with these orders in respect of LTC Journeys undertaken on or 1st November, 1986, may be re-opened and arrears, if any, paid to the Government servant concerned.

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

Copy of Punjab Government circular letter No. 7/9/87-3PPII-3711, dated 16th March, 1989, from the Department of Personnel and