

No. 51011/1/77-Estts.(A)
Government of India/Bhorat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, dated the 1st Oct., 1977.

OFFICE MEMORANDUM

Subject:- Simplification and rationalisation of procedures relating to leave travel concession scheme - Recommendations of Task Force.

.....

The undersigned is directed to say that the Government of India have had under consideration the question of rationalising and simplifying the procedure regulating the claims of Central Government employees under the Leave Travel Concession Scheme. A Task Force was constituted to go into the matter and after considering their recommendations, Government have decided that the existing Leave Travel Concession Scheme for Central Government servants, as amended from time to time, shall be modified to the extent indicated below with immediate effect:-

- (i) It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by the Government servant initially may be accepted and a detailed check may be applied only when he seeks a change.
- (ii) Advance on account of Leave Travel Concession may be sanctioned by the Head of the Office instead of by the Controlling Officer.
- (iii) Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant re-imbusement by the actual route travelled may be exercised by the Controlling Authority, instead of by the Department of Personnel and Administrative Reforms, in consultation with the Ministry of Finance (Department of Expenditure) as at present.
- (iv) The deduction to be made for the first 400 Kms. (160 Kms in the case of Group D employees) will be the amount A or B, to be worked out as shown below, whichever is less:

A: This will be the fare calculated for the first 400 Kms. from the Railway Fare Tables for the actual class by which this portion of the journey is undertaken.
B: This will be that proportion of the total actual fare which 400 Kms bears to the distance travelled.

If, however, a portion of the initial 400Kms(160 Kms. for Group 'D' employees) is travelled by rail in a class higher than that to which he is entitled to, the excess fare by the unauthorised class shall be disregarded and the deduction to be made shall be calculated as indicated above as if journey had not been made by the unauthorised class.

Illustrations:-

Example I

Journey first 600 kms. by II class and rest 900 kms. by I Class:

II Class fare for 600 kms.

- Rs. 27.00

I Class fare for 900kms.

- Rs. 143.00

Total fare paid:-1500kms.

Rs. 170.00

A - Actual fare for 1st 400 kms. - Rs. 18.40(from Rly. fare table) by II class.

OR B - Proportionate fare for 400 kms.

$$\frac{400 \times 170}{1500}$$

Rs. 45.33

Govt. servant's share(A or 'B' whichever is less)

Rs. 18.40

Example II

Journey first 600 kms. by I class and rest 900 kms by II Class:

I class fare for 600 kms.

Rs. 107.00

II class fare for 900 kms.

Rs. 37.75

Total fare paid: 1500 kms.

Rs. 144.75

A - Actual fare for first 400 kms. Rs. 75.00(from Rly. fare table) by I class:

B - Proportionate fare for 400 kms.

$$\frac{400 \times 144.75}{1500}$$

Rs. 38.60

Govt. servant's share 'A' or 'B' whichever is less)

Rs. 38.60

- (v) The existing limitation that, when the journeys are performed in groups by the family of the Government Servant the last group has to commence the outward journey within six months of the commencement of the outward journey of the first group, is removed. There need be no stipulation of time limit except that the concession would be available for different groups during the currency of the block in respect of which the first group performed its journey. Carry forward of Leave Travel Concession would be permitted, even if one group has availed of it during the block period itself, by other groups who have not availed of the concession.

- (vi) L.T.C. to visit home-town in a block of two years and to any place in India once in four years will be allowed both ways during leave preparatory to retirement, provided the return journey is completed before the expiry of the leave preparatory to retirement.
- (vii) The Leave Travel Concession at present admissible to a Government servant and his family in respect of outward journey from headquarters to home-town during refused leave and terminal leave in terms of Ministry of Home Affairs O.M. No. 43/10/58-Estts. (A) dated the 11th December, 1958, will not, henceforth, be admissible.

2. 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.


(R.C. Gupta)

Deputy Secretary to the Government of India.

To
All Ministries/Departments of Government of India
with usual number of spare copies.

No.31011/1/77-Estt.(A), dated the 1st Oct., 1977.

Copy, with usual number of spare copies to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Lok/Rajya Sabha Secretariat.
5. All Union Territories Administrations.
6. All Attached and Subordinate Office of Ministry of Home Affairs and Department of Personnel & A.R.
7. All Sections of Ministry of Home Affairs and Department of Personnel and Administrative Reforms.


(R.C. Gupta)

Deputy Secretary to the Government of India.