

No. 43/11/58-Ests(A).
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the

11/11
20th
November, 1958.
Kartika, 1881.

OFFICE MEMORANDUM

Sub:- Leave travel concession to Central Government Servants during regular leave - Procedure to verify the T.A. claims -

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The Government of India have had under consideration the question of prescription of uniform certificates to ensure that the various conditions governing the grant of leave travel concession as laid down in the Ministry of Home Affairs O.M. No. 43/1/55-Ests(A)-Part-II, dated the 11th October, 1956, as amended from time to time, are satisfied before the claims for leave travel concession are passed for payment. It has been decided that the two certificates (copies enclosed) one from the Controlling Officer and the other from the government servant concerned should be submitted to the audit authorities along with the TA bills for travel concession.

2. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller & Auditor General.

Ramprasad
(B.N. TANDON)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA.

To

1. All Ministries of the Govt. of India etc.
2. Attached & Subordinate Offices of M.H.A. (including Zonal Councils).
3. Administrations of Union Territories.
4. All State Governments.
5. All Accountant Generals.
6. Ministry of Finance (E. IV/B) (with 20 spare copies).
7. All Sections/officers in Home Ministry.

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CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified-

Para 1(6) of
M.H.A. O.M.
dt.11.10.56.

- (i) that Shri/Shrimati/Kumari (name of the Government servant) _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
- * (ii) that necessary entries as required under para 3 of the Ministry of Home Affairs O.M.No.48/1/55-Ests(A)-Part-II, dated the 11th October, 1956 have been made in the Service Book of Shri/Shrimati/Kumari _____

(Signature and designation
of the Controlling Officer)

[*For non-gazetted officers only.]

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CERTIFICATES TO BE GIVEN BY A GOVERNMENT SERVANT

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 19____ and 19_____.
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with children. This claim is in respect of the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared 'home-town' viz.....

Delete which is
not applicable.

4. ~~That my husband/wife is not employed in Government~~
That my husband/wife is employed in Government
service and the concession has not been availed of
service

Para.1(5) of M.H.A. O.M. dt.11.10.1956. by him/her separately for himself/herself or for any of the family members for the concerned block of two years,

Signature of the Govt. servant.

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