Copy of Office Memorandum No. 43/1/56-Estts. (A)-Part II dated the
11th October 1956 from Government of India Ministry of Home
Affairs to all Ministries of the Government of India etc. etc.

Sub:- Travel concession to Government
servants during regular leave.

A proposal to grant some travelling concession to
Central Government servants serving at places distant from
their homes for journeys during leave has been under consideration of Government for some time. The
President has been pleased to decide that assistance to the
extent laid down below may be granted to the Government
servant in question:

(1) Except as provided in Sub Clause (2), the
concession will be admissible to Central Govern-
ment servants of all grades and members of All-
India Services serving in connection with the
affairs of the Central Government once in a
period of two calendar years for visiting their
homes. It will cover all Government servants and
their families as defined in Clause (5) below. The families need not necessarily
accompany the Government servants but may precede
or follow them during the same calendar year.
For purposes of deciding the number of occasions
the qualifying journeys made by a Government
servant and his family will be viewed as one.

(2) Persons whose "homes" are within a distance of
250 miles from their headquarters will not be
allowed the concession.

(3) Those whose "homes" are beyond 250 miles from
their headquarters shall themselves meet the
entire cost of fare for the initial 250 miles
on each of the outward and return journeys. For
the remaining distance (over the initial 250 miles)
the Government will meet 90 per cent of the actual
fares; the balance of 10 per cent being borne
by the Government servant. In every case the
journey should be to the "home" and back, but
it need not necessarily commence from or end at
the headquarters of the Government servant either
in his own case or in the case of the family.
But the assistance admissible will be the amount
admissible for the total distance travelled,
limited to the amount that would have been
admissible had the journey been performed between
the headquarters and the "home" of the Government
servant.

(4) The term "home" referred to in this Office
Memorandum shall be the permanent home
town or village as entered in the Service
Book or other appropriate official record of
the Government servant concerned, or such other
place as has been declared by him, duly supported
by reasons, (such as, ownership of immovable
property, permanent residence of near relatives,
for example, parents, brothers, etc.) as the
place where he would normally reside but for
his absence from such a station for service in
Government. Persons "Dissolved" from territories

...
The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of journey performed by him or his family, as the case may be.

The concession will be admissible only in the case of journeys performed by the Government servant during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay or extraordinary leave and not in the case of journeys performed during casual leave. The period of the leave taken should not be less than 15 days. In the case of a Government servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.

If the leave applied for by a Government servant is refused in writing by the authority competent to sanction the same in the interest of public service and if it is also certified by that authority that leave cannot be granted at any time during that calendar year, the concession may be granted in respect of the family of the Government servant during that year. In that case, the concession will be deemed to have lapsed for that occasion so far as the Government servant himself is concerned.

The concession is restricted to journey by rail within India.

The class of railway accommodation to which a Government servant and his family will be entitled will be the class to which he is entitled under the normal rules at the time the journeys are undertaken. It will be permissible for the Government servant and or his family to travel in a class higher or lower than that to which he is entitled; in the former case, the Government's liability for the distance in excess of 250 miles will be restricted to 90 per cent of the fare for the excess distance by the class to which he is entitled and in the latter case, 30 per cent of the fare for the excess distance by the class in which he or his family actually travelled. If on such journeys or parts of such journeys the Government servant or a member of his family travelled by air or by road or by steamer, the extent of Government assistance will be limited to what would have been admissible had he travelled by rail in the authorised class or the actual expenses, whichever is less.
The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of journey performed by him or his family, as the case may be.

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(12) Government's liability for the cost of railway fare between the Government servant's headquarters and his home shall be limited to the share of the fare by the shortest route.

(13) For places which are not themselves connected with rail but which are connected with the railway system by road or steamer, unless the road transport or steamer services are owned by the Railway, the concession will be admissible for journeys from and up to the nearest railway station only.

(14) No road mileage will be admissible where only road facilities exist.

2. It is proposed to make arrangements with the Ministry of Railways for the issue of special warrants or special ticket orders to enable the Government servants and their families to whom these concession are admissible to purchase railway tickets for the journeys at concessional rates. Details of the procedure for the purpose are under consideration separately and further instructions will issue. In the meanwhile, Government servants will be reimbursed 90 per cent of the railway fare they have paid for themselves and their families after paying the full fare for the first 250 miles of the journey on presentation of claims in T.A. bill forms on the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than that for which reimbursement of fare is claimed. The Government servants should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey, for example, serial numbers of railway tickets, cash receipts etc.

3. A record of all assistance granted under these orders shall be suitably maintained. In the case of gazetted officers, the record shall be maintained by the accounts officer concerned. In the case of non-gazetted staff, the record should be in the form of entries in the service book or other appropriate service records and should indicate the date on which the journey or journeys to the "home" commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a government servant proceeds on leave which is entered in that record, the fact whether or not he availed of the travel assistance under these orders is indicated.

4. These orders will not apply to persons who are:

(i) not in the whole time employment of Government;
(ii) paid from contingencies;
(iii) borne on work-charged establishment;
(iv) industrial employees;
(v) employed in the Railways;
(vi) members of the Armed Forces; or
(vii) eligible for any other form of leave travel concession.

5. The orders contained in this Office Memorandum shall take effect from the date of their issue and will cover journeys commenced on or after that date.

6. 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 and Auditor General.

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