

No.43/3/57-ESTS.(A).
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.

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NEW DELHI-1, the 1st April, 1958.
11th Caitra, 1880.

Subject:- Travel concession to Government servants during regular leave - Grant of advance.

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The undersigned is directed to invite a reference to para 2 of this Ministry's Office Memorandum No.43/1/55-Ests.(A)-Part II, dated the 11th October, 1956 and to say that as the finalisation of the arrangements for the introduction of special warrants or special ticket orders to enable Government servants to purchase railway tickets at concessional rates is likely to take some time, it has been decided that advances may be granted to Government servants to enable them to avail themselves of the concession. The amount of such advance in each case will be limited to four-fifths of the estimated amount which Government would have to re-imburse in respect of the cost of the journey both ways to the home-town and back.

2. Where the Government servant and members of his family avail themselves of leave travel concession separately i.e. at different times, there would be no objection to the advance being drawn separately to the extent admissible.

3. The advance may be drawn for both the forward and return journeys of the Government servant and/or the members of his family at the time of the commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or 90 days.

Where the period of leave or the period of anticipated absence exceeds three months or 90 days, the advance can be drawn for the forward journey only.

Where an advance has been drawn for both the forward and the return journeys and later it becomes clear that the period of absence either of the officer or of the officer's family from headquarters is likely to exceed three months or ninety days, one-half of the advance should be refunded to Govt. forthwith.

4. The advance in respect of temporary Government servants and their families will be sanctioned subject to the production by them of surety of a permanent Central Govt. servant.

5. Officers who are their own Controlling Officers for travelling allowance purposes may sanction the advance to themselves. In the case of others, the sanction of the Controlling Officer concerned would be required.

6. The account of advance drawn for leave travel journeys will be rendered after completion of the journeys in the same way as for an advance of Travelling Allowances on tour.

7. The amount of advance will be debited to a separate detailed head "Travel Concession" under the sub head "Allowances honoraria etc." sub-ordinate to the appropriate final head of account to which the pay etc. of the Government servant concerned is debited and the adjustment of the advance will be watched through objection book by the Accounts officer concerned.

8. The advance will have to be refunded forthwith, if the outward journey is not commenced within 15 days of the

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grant of advance.

9. The Travelling Allowance claim in adjustment of the advance drawn should be prepared within one month of the completion of the return journey.

10. 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.

P. Sitaraman

(P. SITARAMAN)
DEPUTY SECRETARY TO THE GOVT. OF INDIA.

*Usual No. To
of s/os. will
follow in
; weeks'
time.

* All Ministries of the Government of India including Ministry of Finance (Defence) (Revenue) Divisions and the Department of Economic Affairs; (C&I) Company Law Administration; the Branch Secretariat of the Minister for Minority Affairs No.14, Theatre Road Calcutta-16; Deptt. of Parliamentary Affairs; Cabinet Secretariat; Cabinet Secretariat (O&M) Division) South Block; Prime Minister's Secretariat; Partition Secretariat; Lok Sabha Secretariat; Rajya Sabha Secretariat; Director, Intelligence Bureau; Directorate General Resettlement and Employment; Director General, Posts and Telegraphs; Director of Co-ordination (Police Wireless); Director, Secretariat Training School; Principal, Indian Administrative Service Training School, Delhi/Grand Hotel, Simla; Commandant, Central Police Training College, Mount Abu; Inspector General Special Police Establishment; Registrar General, India; U.P.S.C.; Election Commission; Military Secretary/Secretary to the President; Establishment Officer to the Government of India; Comptroller and Auditor General of India; Planning Commission; Planning Commission (Programme Evaluation Orgn.); Supreme Court; Commissioner for Scheduled Castes/Tribes; Deptt. of Atomic Energy, Appolo Pier Road, Bombay-1; Commandant National Fire Service Training College, Nagpur; Ministry of Finance (Rehabilitation Division), 8 Theatre Road, Calcutta-16; Commandant, Central Emergency Relief Training Institute, Nagpur; I.G., Central Reserve Police, Delhi; Ministry of Rehabilitation (Branch Sett. 8, Theatre Road, Calcutta. Commissioner for Linguistic Minorities 11, Edmonston Road, Allahabad.

2. All Administrations in Union Territories.
3. All Officers and Sections in the Ministry of Home Affairs and Attached and Subordinate Offices.
4. All Accountants General and Chief Accounts Officer.

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