New Delhi-2, the 11th February, 1958.

OFFICE MEMORANDUM.

Subject: Travel concession to Government servants during regular leave- Further clarification of order regarding...

The undersigned is directed to refer to this Ministry's Office Memorandum No.18/1/55-Ests(A)-Part.II, dated the 11th October, 1956 and subsequent clarificatory Office Memorandum No.43/5/57-Ests(A), dated the 4th September, 1957, on the subject noted above, and to communicate the following further clarifications and decisions for the information and guidance of all concerned:

1(a): Para 1(4) of Office Memorandum dated 11th October, 1956: An officer who is his own Controlling Officer for purposes of travelling allowance should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance. This procedure should also be followed in cases where declarations have already been sent direct to the Account Officers concerned by officers who are their own Controlling Officers. The Comptroller & Auditor General and Secretaries to Government will, however, communicate the initial declaration of home towns as well as any subsequent declaration for a change thereon direct to the Accounts Officers concerned.

Heads of Departments and Ministries are advised, for the purpose of administrative convenience, to forward to the respective Accounts Officers a list of all concerned gazetted officers who are eligible for the concession together with their approved home towns.

(b) Para 1(7) of Office Memorandum dated the 11th October, 1956: A Government servant and/or his family members will be entitled for the leave travel concession irrespective of the actual period of stay in his home town.

(c) Para 1(11) of the Office Memorandum dated 11th October, 1956: Where the Government servant and/or his family travel by road, between two points connected by rail, by private car, the cost of propulsion being borne by the Government servant himself, the extent of Government assistance admissible will be equivalent to what would have been admissible had the journey been performed by rail by the entitled class. In such cases, no scrutiny of actual expenses incurred for the journeys by car will be made. In the case of officers who are their own Controlling Officers, a certificate by them to the effect that they and/or the members of their family travelled by private car may be accepted as adequate. In other cases reimbursement will be...
allowed provided the Controlling Officer
is satisfied that the journeys were actually
performed by private car.

(d): Para 111 of the Office Memorandum dated 11th
October, 1956. There is no objection to
Government servants (or their family members), normally
entitled to travel by I or II class of railway
accommodation, travelling also by III class
and availing of the "sleeper" accommodation.
In such cases, 90% of the extra cost incurred
for sleeper accommodation will be borne by
Government.

(e): Para 112 of Office Memorandum dated 11th
October, 1956. A Government servant or his
family members may travel by any route or halt anywhere
on the way to or from home-town, but the
Government assistance shall be limited to their
share of the fare by the shortest route
calculated on a 'through' ticket basis.

(f): Relaxation of minor nature viz., production of
cash receipts for railway tickets, prior intimation
to the Controlling Officer before the journeys are
undertaken by the Government servants and/or their
family members under the leave travel concession scheme
etc. can be made by the Controlling Officer, if
he is otherwise satisfied in regard to the genuineness of the claim and the bonafides of the
journey having been performed. There is no
objection to such relaxation being made by the
Controlling Officers themselves purely on merits
in really deserving cases and not as a general
measure.

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

J. Sitaraman
(P. Sitaraman)
Deputy Secretary to the Govt. of India.

To

Comptroller and
Commission; Fl
Supreme Court;
Department of
Commandant Nat
Ministry of Fl
Road, Calcutta
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Delhi; Ministry
Road, Calcutta
Allahabad.

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