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No.11022/1/83-AIS.II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

.....

New Delhi, the 12 January, 1984.

To

Chief Secretary to
All State Governments.


Subject:- Leave Travel Concession.

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Sir,

I am directed to forward herewith a copy each of this Department's O.M.No.31011/14/83-Estt.(A) dated 29.11.1983 and No.31011/17/83-Estt.(A) dt.27.12.83 on the above subject and to request that the contents of these orders may be brought to the notice of all the All India Service Officers of your State.

Yours faithfully,


(M.P. Kurup)
Desk Officer.

COPY

No.31011/14/83-Estt.(A)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

.....
New Delhi, the 29th November, 1983.

OFFICE MEMORANDUM

SUBJECT: Leave Travel Concession - Procedure to prevent
misutilisation of an advance or delay in refund
of an unutilised advance.

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The undersigned is directed to say that in order to ensure that advances drawn for availing the Leave Travel Concession are not misutilised and the amount if not utilised for any reason is refunded without any delay, it has been decided that in all cases of drawal of an advance for the purpose of leave travel concession, the documentary evidence of utilisation of the advance for the outward journey - such as cash receipts or the tickets for journey by bus or railway tickets - shall be produced to the competent authority within 10 days of the drawal of the advance to show that the concerned government servant has actually utilised the amount to purchase the tickets for journey to the place named in his application for the advance.

Ministry of Finance, etc. are requested to bring this to the notice of all concerned for compliance.

Sd/-
(Kum. S. Trikha)

Deputy Secretary to the Government of India.

To

All Ministries/Departments with usual number of
spare copies.

No.31011/14/83 - Estt.(A) Dated, the 29th November, 1983

Copy with usual number of spare copies forwarded for
information to:

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Commissioner for Linguistic Minorities, Alhabad (U.P.)

.....2/-

5. Registrar, Supreme Court of India, New Delhi.
6. Lok Sabha Secretariat/Rajya Sabha Secretariat.
7. All Union Territories Administration.
8. Ministry of Finance, Department of Expenditure (E.IV Branch), New Delhi, with 5 spare copies.
9. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
10. All Attached and Subordinate offices of the Department of Personnel and A.R. and the Ministry of Home Affairs.
11. All Officers and Sections in the Department of Personnel and A.R. and the Ministry of Home Affairs.

Sd/-
(Kum. S. Trikha)

Deputy Secretary to the Government of India.

COPY

No.31011/17/83-Estt.(A)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mentralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

.....

New Delhi, the 27 December, 1983.

OFFICE MEMORANDUM

Subject:- Leave Travel Concession - Central Govt. Servants posted at non-family stations - Entitlement in respect of members of family.

The undersigned is directed to say that in the context of this Department's O.M.No.31011/6/80-Estt(A) dated 24th March, 1981, some Ministries and Departments have raised the question of admissibility of Leave Travel Concession to families of Central Government employees posted at non-family stations, as the families of such employees have necessarily to reside at a place away from the headquarters of the employees concerned and they do not therefore fulfil the requirement of SR 2(8) regarding residence with the Government servant in order to be treated as the members of his family. After careful consideration of the matter in all its aspects, it has been decided that families of Government servants posted at non-family stations may be allowed leave travel concession to any place in India once in a block of 4 years/ to home town once in a block of two years, subject to the following condition:-

- 1) The concerned Government servant is debarred by the conditions of his service to reside with his family at the place of his posting;
- 2) The concession will be restricted to Govt. servant's spouse and dependent children up to 21 years of age only; and
- 3) The reimbursement should in no case exceed the actual distance travelled by the family or the distance between the headquarters/place of posting of the Government and the place visited/home town, whichever is less.

(Sd/-)

(Kum. S.Trikha)

Deputy Secretary to the Government of India.

To

All Ministries/Departments with usual number of spare copies.

.....2/-

No.31011/17/83-Estt.(A)

Dated, the 27 December, 1983.

Copy with usual number of spare copies forwarded for information to:-

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Commissioner for Linguistic Minorities, Allahabad.
5. Registrar, Supreme Court of India, New Delhi.
6. Lok Sabha Secretariat/Rajya Sabha Secretariat.
7. All Union Territories Administration.
8. Ministry of Finance, Department of Expenditure, (E.IV Branch), with 5 spare copies.
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10. All Attached and Subordinate Offices of the Department of Personnel & A.R., and the Ministry of Home Affairs.
11. All Officers and Sections in the Department of Personnel and A.R., and the Ministry of Home Affairs.

(Sd/-)
(Kum. S.Trikha)
Deputy Secretary to the Government of India.