

No. F.31011/11/79-Estt. (A)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel and Administrative Reforms
(Karmik Aur Prashastik Sudhar Vibhag)

New Delhi, the 6th March, 1981.

OFFICE MEMORANDUM

Subject: Leave Travel Concession-Determination of the genuineness of the claim.

The undersigned is directed to refer to M.H.A. O.M.No.43/5/57-Estt(A), dated 11.12.1958 and to say that, according to the aforesaid O.M., the Controlling Authority can, while accepting the LTC claim of a Govt. servant, relax requirements of minor nature such as production of cash receipts, serial number of tickets etc., if he is otherwise satisfied about the genuineness of the claim. In view of this provision, doubts have been expressed by various Ministries/Departments as to whether it is obligatory on the part of the Controlling Authority to enclose cash receipts, tickets, serial numbers of tickets etc., produced by the Govt. servant in support of his claim, when the bill is sent to the Accounts Officer, or any other authority prescribed in this regard, for payment. The question has been considered in consultation with the Controller General of Accounts and it has been decided that in order to enable the Accounts Officer to check the correctness of the calculations made in respect of a LTC claim as to whether it is with reference to the shortest direct route and also to enable him to check the entitlement by applying the prescribed formula in cases where journeys have been performed by more than one mode of transport, the LTC claim sent to the Accounts Officer should invariably be accompanied by the evidence produced by the Government servant in support of his claim. Where any relaxation is granted by the Controlling Authority a certificate to this effect, indicating the nature of relaxation, should also be endorsed on the claim.

2. Another related question has also arisen. As all the Ministries/Departments are aware, the Railways have discontinued the practice of issuing money receipts for the journey tickets purchased by the passengers. In view of this, a genuine difficulty is faced by Govt. servants in the production of railway cash receipts in support of their claims under the LTC Scheme. The view has also been expressed in some quarters that it may be difficult for the Controlling Authorities now to satisfy themselves about the genuineness of the claim in the absence of railway cash receipt, for journeys by train.

3. The matter has been considered in consultation with the Ministries of Finance and Railways. The Ministry of Railways are not in favour of restoring the arrangements for issuing money receipts for the tickets purchased. However, attention is invited to this Department O.M.No.

31011/4/78-Estt(A), dated 1st September, 1978 which stipulated that where LTC advance has been drawn, the Govt. servant should produce railway cash receipts within ten days of the drawal of advance to the competent authority to show that, he has actually utilized the amount to purchase the tickets. Now that the Railways have discontinued the practice of issuing cash receipts for journey tickets, the Govt. servant should produce the railway tickets within ten days of the drawal of the advance. Where no advance has been drawn, it will be sufficient if a Govt. servant indicates the ticket numbers in his claim, as already provided in the existing instructions.

4. As regards the satisfaction of the Controlling Authority regarding the genuineness of the claim in the absence of cash receipts, the Controlling Authority can satisfy itself by verifying the claim with reference to the evidence actually produced by the Govt. servant in support of his claim. If the Controlling Authority has any reason to doubt the genuineness of the evidence produced by the Govt. servant in support of his claim, it can ask the Govt. servant to produce such other evidence as may be considered necessary to substantiate his claim. If the Controlling Authority is still not satisfied about the genuineness of the claim, it is open to it to reject it.

5. Further, a Govt. servant has to certify about the journey having been performed by the class of accommodation/mode of conveyance for which the claim has been preferred. If this certificate is found to be false in any particular case, the Govt. servant concerned can be proceeded against departmentally. A full probe can also be made, wherever necessary, by the Controlling Authority to satisfy itself about the genuineness of the claim. If the claim is found to be false, disciplinary action can be taken against the Government servant concerned.

6. Apart from the general principles enumerated in paras 4 and 5 above, the Controlling Authority can also have recourse to the procedure indicated in the special instructions like those contained in this Department Office Memorandum No.F.31011/8/79-Estt(A), dated 23.1.1980.

7. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these instructions issue in consultation with the Comptroller and Auditor General of India.

R. M.
(B.S. NIM)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

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No. F.31011/11/79-Ests (A) New Delhi, the 6th March, 1981.

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(B.S. NEM)

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