

No. 31011/2/73 Estt (1)  
Government of India, Secretariat, Sarkar  
Ministry of Home Affairs, Orissa Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashashnik Sachar Vibhag)

New Delhi, the

3rd Feb, 1979

OFFICE MEMORANDUM

~~Subject-Leave Travel Concession to Central Government employees~~  
~~Clarifications and decisions relating thereto.~~

The undersigned is directed to refer to this Department O.M. No. 43/6/73 Estt (1), dated the 14th March, 1974 and subsequent O.M. of even number dated the 3rd May, 1974 and to clarify some points relating to the concession to visit any place in India, as under :-

1. Is the concession to visit any place in India an additional benefit to those who are already entitled to LTC to home-town?
  1. No. In the case of Government servants who are already entitled to Leave Travel Concession to home-town the concession to visit any place in India is in lieu of, and to be adjusted against, the Leave Travel Concession to home-town to which a Government servant is eligible at the time of undertaking the journey to visit any place in India, including the concession carried forward, if any.
2. Can a Government servant who has already availed of LTC to visit home-town in a block of two years, avail of the concession to visit any place in India within the same block of two years or should he wait for the next block of two years?
  2. As already stated under item (1) above, the LTC to visit any place in India, if availed of by a Govt. servant who is entitled to LTC to home-town, will be adjusted against the LTC to home-town available to him at the time of undertaking the journey. Therefore, if a Govt. servant has already availed of the LTC to home-town in respect of, say the block of 1978-79, he cannot avail of the concession to visit any place in India till the end of 1979 because there is no LTC to home-town admissible to him which can be adjusted against the LTC to visit any place in India. He can avail of the concession to visit any place in India only when he becomes entitled to the next block of LTC to home-town, viz, 1980-81.

.....2/-

- Whether a Government servant should intimate to the Controlling Authority, before the commencement of the journey, the place he, or his family member(s) intend(s) to visit and also actually visit that place under the LTC to visit any place in India?
3. Yes. Whenever a Govt. servant proposes to avail of leave travel concession to visit any place in India in a block of four years either for himself and/or a member/members of family, he has to declare the intended place of visit, as and when the concession is proposed to be availed of by the Govt. servant and/or members of his family. After the intended place of visit is declared, he and/or member/members of his family, as the case may be, must visit that place in order to be eligible for making the claim. While the Govt. servant and/or member/members of family is/are free to go by any route to the declared place of visit, the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.
4. What is the scope of the expression "any place in India"?
4. The expression "any place in India" will cover any place within the territory of India whether it is on the main-land India or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.
5. How will the claim of a Govt. servant be regulated when he visits a place like Port Blair in Andaman & Nicobar Islands under the concession to visit any place in India?
5. The surface journey to the nearest Port will be regulated under the normal LTC Rules and the sea passage will be regulated in accordance with the provisions of SR-40.
6. Is the concession to visit any place in India admissible to Govt. servants employed on contract basis?
6. Yes, provided they complete one year's continuous service and the appropriate administrative authority certifies at the time the Govt. servant concerned avails of the LTC to visit any place in India that he is likely to continue to serve under the Central Govt. for a period of 4 years from the date of his joining the post under the Central Government. The block of 4 years will be reckoned from the actual date of joining the post under the Central Government.
7. What is the position regarding admissibility of LTC to visit any place in India to State Govt. servants on deputation to Central Govt.?
7. If an officer of a State Govt. is entitled to LTC to visit home-town in accordance with the provisions in this regard, he can utilise this concession either to visit his home-town or exchange it for the concession to visit any place in India.

subject to the condition that the administrative authority concerned should certify that he is likely to serve the Central Govt. for a period of 4 years. If the officer concerned is not entitled to LTC to home-town being within the minimum distance provided in this regard, he can avail of the LTC to visit any place in India, only if the appropriate administrative authority certifies that he is likely to serve the Central Govt. for a period of 4 years reckoned from the date of his joining the Central Govt.

on account of the home-town

8. What is the position regarding eligibility of re-employed officer to the concession to visit any place in India ?

8. A re-employed officer can also avail of the concession to visit any place in India provided he completes one year's continuous service after re-employment and the administrative authority certifies that he is likely to serve for a period of four years from the date of his initial re-employment. In case of re-employment immediately after retirement without break, the period of re-employed service may be treated as continuous with the previous service for the purpose of LTC and the concession allowed for the re-employed period, provided the concession would have been admissible to the re-employed officer had he not retired. Thus, if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is reemployed  further concession till the expiry of the particular block of four years.

without any break, he would not be given

9. How will the claim of a Govt. servant under the LTC to visit any place in India be regulated if he purchases a circular tour ticket. ?

9. As already stated, a Govt. servant has to declare the place (s) of visit with reference to which he and/or a member/members of family will avail of the concession to visit any place in India. Once this is done, the claim will be regulated as between the Headquarters and the place(s) indicated by the Govt. servant by the shortest direct route. The actual claim will be limited to the amount that would be admissible if the officer had travelled  destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.

between the Headquarters and the declared

10. Will the definition of the 'family' applicable for the purpose of LTC to visit home-town apply to the LTC to visit any place in India.

10.

Yes.

2. The following decisions of the Government in regard to LTC are also brought to the notice of all administrative authorities :

1. Change of the declared place of visit after its being intimated to the controlling authority.
1. The declared place of visit can be changed if a Government servant so desires, with the approval of the controlling authority, before the commencement of the journey.

The declared place of visit cannot be changed after the commencement of the journey.

Exceptions can, however, be made where it is established that the request for change in the place of visit could not be made before the commencement of the journey owing to circumstances beyond the control of the Government servant concerned. This relaxation can be allowed by the administrative Ministry/Department in respect of persons serving in a Ministry/Department, or by the Head of Department in the case of others and the claim allowed.

2. Travel to different places by the Govt. servant and members of his family under the concession to visit any place in India.  
    ↳ to home town
2. While availing of LTC to visit any place in India, the Govt. servant and/or members of his family may visit the same place, or different places of their choice. When the Govt. servant or any member of his family performs a journey, the Govt. servant will have to bear the cost of the journey for the first 400/160 K.M. both ways.
3. Regulations of LTC claim when a Govt. servant purchases a seat in Yatra Special trains, inclusive of the cost of board etc.
3. In this case, the claim will be regulated with reference to the place indicated by the Govt. servant as his place of visit. If the amount of claim calculated on the basis of the shortest direct route between the Headquarters and the declared place of visit by the entitled class or by the lower class (if a lower class of accommodation has actually been used while travelling by Yatra Special) is less than the expenditure incurred by the Govt. servant for purchasing a seat in the Yatra Special, the former amount alone would be admissible.
4. Regulation of LTC claim when a Govt. servant undertakes the journey in a chartered bus.
4. Where a Government servant takes a seat or seats in a chartered bus under the LTC Scheme to visit any place in India, the reimbursement may be either the actual hire charges on the chartered bus, or the amount reimbursible had the journey to the declared place of visit been undertaken by the entitled class by rail by the shortest direct route, whichever is less.

5. Regulation of LTC claim if the spouse of a Govt. employee is employed in offices other than a Central Govt. office where the LTC facilities are available.

5. In such cases, the Central Govt. servant should furnish a certificate as under at the time of preferring his/her LTC claim.

"Certified that my wife/husband for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/ Corporation/Autonomous Body etc) which provides leave travel concession facilities but she/he has not preferred and will not prefer, any claim in this behalf to her/his employer."

Where the spouse of the Government servant is not so employed, the Government servant concerned should give a certificate as under:

"Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Govt. or a Local Body which provides LTC facilities to its employees and their families."

3. The provisions of para 2(2) above shall be applicable to journeys performed on or after issue of this O.M. availing of LTC admissible ~~for~~ the four year block 1978-81 (but not to journeys performed by availing of LTC admissible for the block year 1974-77). This provision will also be applicable in cases where either the Govt. servant himself or some members of the family of the Govt. servant have already availed of LTC in respect of the block - 1978-81 but rest of the family members avail of it after the issue of this O.M.. Past cases shall not be re-opened.

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

5. Hindi version will follow.

Dy. Secy. to (R.C. Gupta) the Govt. of India

To

All Ministries/Departments to the Govt. of India with usual number of spare copies.

No. 31011/2/75-Ests. A

New Delhi, the

6 3rd Feb 1979

Copy forwarded with usual number of spare copies to:-

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Registrar, Supreme Court of India, New Delhi.
5. Lok Sabha/Rajya Sabha Secretariat.
6. Commissioner of Linguistic Minorities, Allahabad.
7. All Union Territory Administrations.
8. Ministry of Finance (Deptt. of Expenditure) (E.IV(B) with 25 spare copies.
9. Secretary, Staff Side, National Council (JCM) Ashoka Road, New Delhi.
10. All attached and subordinate offices of the Department of Personnel and A.R. and Ministry of Home Affairs.
11. All officers and sections in the Department of Personnel and A.R. and in the Ministry of Home Affairs.



(R. C. Gupta)

Deputy Secy. to the Govt. of India