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New Delhi-1 dated 25 Jan. 79

OFFICE MEMORANDUM

Subject:- Leave Travel Concession -Irregularities
in preferring claims- Prevention of-

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The undersigned is directed to say that while submitting their claims in respect of Leave Travel Concessions, Government servants concerned are requested to produce evidence in support of their claim such as serial numbers of railway tickets, cash receipts etc. It has been brought to the notice of this Department that in many cases, LTC claims are submitted without full particulars and supporting evidence thereby preventing the controlling authority from coming to a conclusion about the genuineness of the claim. It has, therefore, been decided that in order to facilitate the determination of the genuineness of a LTC claim and to prevent irregular claims, all LTC claims, where journeys have been commenced on or after the issue of this O.M. should be verified as under:

- i) All the receipts submitted by the Government servant concerned along with his LTC claim should bear his signature on the back of the receipt.
- ii) Full reference, such as serial number, the authority which issued, and the date of issue, of the cash receipt and the amount for which the receipt was issued should be indicated in the body of the claim;
- iii) In cases where the journey was performed by chartered bus/hired taxi etc, the Government servant concerned should, in addition to the cash receipt, indicate the registration number of the bus/taxi in which the journey was actually performed. Further, where the journey is performed by a chartered Bus, he should also furnish a certificate from the travel agent/owner of the bus to the effect that the Government servant and/or members of his/her family had actually travelled by the vehicle bearing that number.

2. Ministry of Finance etc. are requested to give wide publicity to the above decision and to bring it to the notice of all Government servants serving under their control.

3. 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.

B.S. Nim
(B.S. Nim)

To: Deputy Secretary to the Government of India

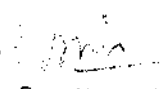
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No.31011/8/79-Estt(A)

New Delhi, the 25 Jan. 1979

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2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Registrar, Supreme Court of India, New Delhi.
5. Lok Sabha Sectt./Rajya Sabha Sectt.
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9. All attached & subordinate offices of the Department of Personnel and A.R. and the Ministry of Home Affairs.
10. All Officers and Sections in the Department of Personnel and A.R. and the Ministry of Home Affairs.


(B.S. Nim)
Deputy Secretary to the Govt. of India