

No.F.43/15/59-Ests(A)
Government of India
Ministry of Home Affairs

New Delhi-11, the 19th July, 1960.
23th Asadha, 1882.

OFFICE MEMORANDUM

Subject: -Leave Travel Concession in combination with transfer/
tour T.A. - Mode of regulation -

The Government of India have had under consideration for some time past the question of the entitlement of a Government servant when he combines a journey on leave travel concession with one on transfer or tour.

Normally the following types of cases are likely to arise: -

(i) Leave Travel Concession in combination with transfer journey. An officer going to home-town on regular leave proceeds therefrom on transfer to the new headquarters;

(ii) Leave Travel Concession in combination with tour journey.

(a) an officer proceeding with proper prior permission to home-town on regular leave from a tour station and returns to headquarters direct from home-town; and

(b) an officer proceeding to a tour station from home-town with proper prior permission and returns to headquarters therefrom.

2. It has been decided that the combined claims in such cases should be regulated as indicated below:-

(A) In the cases of the category of para 1(i) above, the officer may be allowed as his minimum entitlement transfer travelling allowance under S.R. 124 or S.R. 126 as the case may be. He may be allowed, in addition, leave travel concession under the rules to the extent the distance from old headquarters to home town and from home-town to the new headquarters exceeds the distance for which transfer travelling allowance is admissible (plus 500 miles).

In cases where the distance for which leave travel concession would be admissible as above, is negligible, it will, however, be open to the Government servant not to avail of the leave travel concession at all he being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.

The option has to be exercised in respect of self and the members of the family at the time of preferring claim for transfer travelling allowance.

When leave travel concession is not availed of, the leave travel concession advance, if any, taken by the Government servant should be adjusted against his travelling allowance entitlement.

(B) In the cases of the category of para 1(ii)(a) above, travelling allowance as on tour may be allowed for the journey from the head-quarters to the tour station from which the Government servant proceeds to home-town and leave travel

concession for the journey from tour station to home town and back to headquarters deeming the tour station as the starting point for the onward journey.

The limitation contained in para 1(3) of Ministry of Home Affairs Office Memorandum No.43/1/55-Ests(A) Part II, dated 11th October 1956 will be applicable in computing the amount of leave travel concession admissible.

(C) In the cases of the category of para 1(ii)(b) above, leave travel concession as admissible under the rules may be allowed from headquarters to home-town and travelling allowance as on tour for the journey from home-town to tour station and back to headquarters.

3. In cases falling under para 1(ii) the provisions of Ministry of Finance Office Memorandum No.F.5(44)-E.IV/48, dated 23rd April 1948 (c.f. Foot Note on p. 4 of Posts and Telegraphs Compilation of Fundamental and Supplementary Rules Volume II, Third Edition (Re-print)) will have to be complied with.

4. These orders will take effect from the date of issue but claims which were pending on the date of issue may be regulated under these orders. Past cases in which decisions have already been taken will not be reopened.

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

B. Shukla

(B. Shukla)

Deputy Secretary to the Government of India.

No.

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