

No.43/5/57-Ests(A).  
GOVERNMENT OF INDIA.  
MINISTRY OF HOME AFFAIRS.

New Delhi-2, the 11th February, 1958.

OFFICE MEMORANDUM.

Subject:- Travel concession to Government servants during regular leave- Further clarification of order regarding -

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The undersigned is directed to refer to this Ministry's Office Memorandum No.43/1/55-Ests(A)-Part.II, dated the 11th October, 1956 and subsequent clarificatory Office Memorandum No.43/5/57-Ests(A), dated the 4th September, 1957, on the subject noted above, and to communicate the following further clarifications and decisions for the information and guidance of all concerned:

1(a): Para 1(4) of Office Memorandum dated 11th October, 1956. An officer who is his own Controlling Officer for purposes of travelling allowance should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance. This procedure should also be followed in cases where declarations have already been sent direct to the Account Officers concerned by officers who are their own Controlling officers. The Comptroller & Auditor General and Secretaries to Government will, however, communicate the initial declaration of home towns as well as any subsequent declaration for a change therein direct to the Accounts Officers concerned.

Heads of Departments and Ministries are advised, for the purpose of administrative convenience, to forward to the respective Accounts officers a list of all concerned gazetted officers who are eligible for the concession together with their approved home towns.

(b) Para 1(7) of Office Memorandum dated the 11th October, 1956: A Government servant and/or his family-members will be entitled for the leave travel concession irrespective of the actual period of stay in his home town.

(c) Para 1(11) of the Office Memorandum dated 11th October, 1956: Where the Government servant and/or his family travel by road, between two points connected by rail, by private car, the cost of propulsion being borne by the Government servants himself, the extent of Government assistance admissible will be equivalent to what would have been admissible had the journey been performed by rail by the entitled class. In such cases, no scrutiny of actual expenses incurred for the journeys by car will be made. In the case of officers who are their own Controlling officers, a certificate by them to the effect that they and/or the members of their family travelled by private car may be accepted as adequate. In other cases reimbursement will be

allowed provided the Controlling Officer is satisfied that the journeys were actually performed by private car.

(d): Para 1(11) of the Office Memorandum dated 11th October, 1956. There is no objection to Government servants (or their family members), normally entitled to travel by I or II class of railway accommodation, travelling also by III class and availing of the "sleeper" accommodation. In such cases, 90% of the extra cost incurred for sleeper accommodation will be borne by Government.

(e): Para 1(12) of Office memorandum dated 11th October, 1956. A Government servant or his family members may travel by any route or halt anywhere on the way to or from home-town, but the Government assistance shall be limited to their share of the fare by the shortest route calculated on a 'through' ticket basis.

(f): Relaxation of minor nature viz., production of cash receipts for railway tickets, prior intimating to the Controlling Officer before the journeys are undertaken by the Government servants and/or their families under the leave travel Concession Scheme, etc. can be made by the Controlling Officer, if he is otherwise satisfied in regard to the genuineness of the claim and the bon fides of the journey having been performed. There is no objection to such relaxation being made by the Controlling Officers themselves purely on merits in really deserving cases and not as a general measure.

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

T. Sitaraman

( P. Sitaraman )

Deputy Secretary to the Govt. of India.

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