

LEAVE TRAVEL CONCESSION REGULATIONS

**TUTICORIN PORT EMPLOYEES (LEAVE TRAVEL CONCESSION)
REGULATIONS, 1979****(Published in the Gazette of India date 16.3.1979)**

G.R.S. 232 (E). - In exercise of the powers conferred by section 126, read with section 28, of the Major Port Trust Act, 1963 (38 of 1963), the Central Government hereby makes the following regulations, namely:-

1. Short title and commencement, - (1) These regulations may be called the Tuticorin Port Trust Employees (Leave Travel Concession) Regulations, 1979.
2. Definitions: - In these regulations, unless the context otherwise requires:-
 - (a) "Accounts Officer" means the Financial Adviser and chief Accounts Officer of the Board;
 - (b) "Board", "Chairman", "Deputy Chairman" and "head of a department", shall have the meanings respectively assigned to them in the Major Port Trusts Act, 1963;
 - (c) "concession" means the leave travel concession admissible under these regulations;
 - (d) "employee" means an employee of the Board;
 - (e) "First, Second, Third and Fourth Grade Employees" shall have the meanings respectively assigned to them in the Fundamental Rules and supplementary Rules of the Central Government;
 - (f) "family" shall have the meaning as assigned to it in Supplementary Rules 2 (8) for purpose of travelling allowances on transfer;
 - (g) "home town" means the permanent home town or village as entered in the service book or other appropriate official record of the employee concerned, or such other place as has been declared by him, duly supported by reasons, such as ownership of immovable property, permanent residence of near relatives etc., at the place where

he would normally reside but for his absence from such a station for service in the Board;

- (h) "Once in a period of two calendar years" means once in each block of two calendar years starting from the year 1978. Thus the concession on the first occasion is admissible during the block of two consecutive calendar years 1978 and 1979. The concession on subsequent occasions shall be admissible at any time during the blocks 1980 and 1981, 1982 and 1983 and so on see also explanation to sub regulation (j);

Explanation: Those employees who were already enjoying the benefit of leave travel concessions under the Government Of India rules before the commencement of these regulations, the block years of two and four as the case may be as applicable to them shall be continued for the purpose of regulating leave travel concession under sub-regulations (i) & (j).

- (k) The term "shortest route" under the scheme has been given the same meaning as recognised for travel on duty.
- (l) "entitled class of accommodation" means the class of accommodation decided by the class to which a Government servant is entitled under the Travelling Allowance rules, at the time the journey is undertaken.

3. Extend of application – (1) The concessions is admissible to the Board's employee of all grades including-

(a) the industrial and work-charged staff who are entitled to regular leave;

(b) the officers appointed on a contract basis if the period of contract is more than one year, and re-employed officers on completion of one year's continuous service.

(2) A period of unauthorised absence due to participation in strike etc. shall be deemed to cause break in service unless condoned by the appointing authority while calculating the minimum period of continuous service". (G.S.R-232(E) dt. 16.3.1979.

(3). The Concessions is not admissible to persons who are -

(i) not in the whole-time employment of the Board; or

(ii) paid from contingencies.

(iii) eligible for any other form of leave travel concession.(G.S.R- 232(E) dt.16.3.1979.

Explanation.- The condition of one year's continuous service on the date of the journey for admissibility of the concession is applicable equally to permanent employees and probationers as well as the temporary and officiating employees.

4. Officers appointed on contract basis .- Officers appointed on contract basis shall be eligible for the concession on completion of one year continuous service if the period of the contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract shall be taken into account for this purpose. The grant of the concession shall be subject to the conditions laid down in regulation 5.

5. Re-employed Officers,- (1) Re-employed Officers shall be eligible for the concession on completion of one year's continuous service and subject to the conditions laid down below:

(a) The successive blocks of two calendar years in the case of such employee shall be reckoned from the actual dates of their joining the posts under the Board.

(b) The appropriate administrative authority certifies at the time the employee concerned avails himself of the leave travel concession that he is likely to continue to serve under the Board for a period of two years from the date of his joining a post under the Board. The admissibility of the concession during the subsequent two years period shall also be subject to a similar condition.

2. In the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period;

Provided the travel concession should have been admissible to the re-employed officer,had he not retired but had continued as a serving officer.

6. Officers deputed for training,- When an officer is deputed for training in India or abroad, the concession shall be admissible as follows:

1. Training in India --

- i. If the headquarters are changed during the period of training the concession for self and family shall be between the station of training and the home town;
- ii. If the headquarters are not changed during the period of training, the concession for self shall be from the station of training to home town and back either to the same station or to the headquarters for the journeys actually performed. For the family, the concession shall be between headquarters and home town only.

(2) Training abroad:-

- i. For self, Government's liability shall be limited to what is admissible if he had undertaken the journeys from the headquarters (from which he proceeded for training abroad) or the headquarters declared under SR 59 to the home town and back.
- ii. For members of the family, the head-quarters from which he proceeded on training shall be treated as the starting point for the onward journey for the purpose of the concession.

7. Concession for two year's and four year's blocks :-
Travel concession to employees of the Board who are serving at places away from their home towns shall be allowed to the extent laid down below:

- i. Once in a block of two calendar years commencing from 1978 every employee and his family shall be entitled to avail the concession. The Board shall meet the actual fares. In every case the journey should be to the home town and back and claim should be for both outward and return journeys. The journey need not necessarily commence from or and at the head quarters of an employee either in his own case or in the case or his family. But the assistance admissible shall be the amount admissible for the actual distance

traveled limited to the amount that would have been admissible had the journey been performed between the head quarters and the home of the employee or declared destination.

Note: (i): Where an employee and his family live away from the place of duty for any reason, the concession may be allowed from the place of residence to the place of visit home town and back to the place of residence subject to the conditions that the claim is restricted to the rail fare by the shortest direct route between the duty station and the home town or declared place of visit as the case may be. In such cases, the employee should furnish the reasons for residing at a place other than the place of duty and the controlling authority should also satisfy itself regarding the genuineness of these reasons before admitting the claim with reference to the place of residence.

Note : (ii) An employee under suspension cannot avail of leave travel concession as he cannot get any leave including casual leave while under suspension. As he continued to be in service during the period of suspension members of his family are entitled to leave travel concession.(G.S.R.232(E) dt. 16.3.1979)

(ii) An employee who has a family living away from his place of work may avail of the concession for himself alone every year for visiting his home town instead of having the concession for both self and family once in a block of two years.

Note (i): In such cases he and his family will lose the right of Leave Travel Concession to any where in India.

Note (ii): Unmarried employees who have left their wholly dependent parents, sisters and minor brothers at their home town may be given the benefit of Leave Travel concession to home town every year. This concession will be in lieu of all other leave travel concession facilities admissible to the employee himself and the aforesaid parents, sisters and minor brothers.

(iii) The concession admissible for a particular block of two years which is not availed of during the block, may be availed of in the first year of the next block by the employee and his family independently of each other. According to this relaxation, there is the possibility of an employee availing of the concession twice during the same calendar year. Thus an employee may avail of the concession twice in 1980 once for the block 1978 – 1979 and the other in respect of 1980 – 1981.

(iv) Once in a block of four calendar years commencing from the year 1978, in lieu of one of the two concessions to home town available in a block of four calendar years every employee and his family shall be entitled to avail of the concession for journey to any place in India including home town subject to all other conditions laid down in the existing scheme. "The four year block commences from 1978 viz 1978-81, 1982-85 and so on. The concession for traveling to any place in India if not utilised during block of four years could be carried forward to the first year of the next block of four years. However an employee can carry forward the concession to travel anywhere in India to the first year of the next block only if he is entitled to carry forward leave travel concession to home town for that year.

Example I : During the block years of 1990-93, an employee can avail two concessions , i.e. One for 1990-91 block and second for 1992-93 block. Of the above two concessions, he can avail :-

- i. both of them to home town, or
- ii. first block to anywhere in India and the second block to home town, or
- iii. first block to home town and second to anywhere in India.

The concession to travel to anywhere in India can be carried forward to 1994 in this case only :-

- i. If he has not availed it against the concession for the block 1990-91; and
- ii. If he has not availed the concession to home town for the block 1992-93.

If the official has failed to avail the concession due for the block 1990-91 (before the expiry of the grace period) he is losing that concession and cannot carry it forward to 1994.

To make it more illustrative, the following example is also given.

Example II : The above official is entitled to two concessions during the blocks of 1990-91 and 1992-93.

- (i) In respect of 1990-91, he avails the concessions to home town before the grace period, i.e. By 31-12-1992. Then he is entitled to carry forward his leave

travel concession to anywhere in India to be availed before the grace period i.e. By 31-12-1994.

- (ii) In the above case suppose the official avails of leave travel concession to home town after 31-12-1992; This will be debited against the block 1992-93 and hence he will not be entitled to anywhere in India LTC in this case he will lose his entitlement for 1990-91 by not availing it before the grace period
- (iii) In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.

8. Concession applicable to family :- (1) The family members need not accompany the employees or even travel in the same calendar year in which the employee travels. The family members shall get the concession independently whether the employee avails it or not. The members of the family of an employee may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group,

Provided that the different groups performed the journeys during the currency of the block year in which the first group performed its journey carry forward of the concession should be permitted even if one group has availed of it during the block period itself and other groups who have not availed of the concession.

2. The concession is admissible to the members of an employee's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations, namely :-

I. Entitles to reimbursement in respect of the outward journey only :-

- (i) the dependent son/daughter getting employment or getting married after going to home town or remaining therefor prosecution of studies;
- (ii) the family having performed the journey to home town have no intention of completing the return journey from home town. Provided the employee foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

II. Entitled to reimbursement in respect of the return journey only -

- i. A newly married husband/wife coming from home town to headquarters station or a husband/wife who has been living long at home town and did not avail of the leave travel concession in respect of the outward journey;
- ii. A dependent son/daughter returning with parents or coming alone from home town where he/she has been prosecuting studies or living with grand parents etc.
- iii. A child who was previously below three/twelve years of age but has completed three/twelve at the time of the return journey;
- iv. A child legally adopted by an employee while staying in the home town.

Note : - A child who was below twelve at the time of the outward journey but has completed twelve at the time of return journey shall be entitled to half-fare for the outward journey and full fare for the return-journey.

- 3. In case of husband and wife who are both employees, he or she can avail of the travel concession as a family member of the employees." This condition is applied only when the wife or husband is residing with the employee. If for any reason, they are residing separately they can claim the concession independently as two separate employees according to his/her own entitlements"(G.S.R-232(E) dated 16.3.1979.)
- 4. Where an employee and his family performs journeys separately, there is no objection to his presenting separate claims.
- 5. " LTC facility could be allowed for an escort who accompanies a handicapped employee on the journey subject to the following conditions:-
 - (i) Prior approval of the Chairman is obtained on each occasion.
 - (ii) The nature of physical disability of an employee is such as to necessitate an escort for the journey. In case of doubt the decision of the Chairman will be final.
 - (iii) The physically handicapped employee does not have an adult family member.

(iv) An employee and the escort avail of the concession if any, in the rail/bus fare as might be extended by Railways/State Roadways authorities in such cases.

(v) Any other person who is entitled to L.T.C. does not accompany the handicapped employee on the Journey".

Explanatory Memorandum. The amendment of Regulation No.8 will not affect the interests of any of the employees of the Port.

9. Home town :- (1) The correct test to determine whether a place declared by an employee may be accepted as his home town or not is to check whether it is the place where the employee would normally reside but for his absence from such a station for service under the Board. The criteria mentioned below may, therefore, be applied to determine whether the declaration may be accepted :

(a) whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so whether after his entry into service, the employee had been visiting that place frequently;

(b) whether the employee owns residential property in that place or whether he is a member of a joint family having such property there;

(c) whether his near relations are permanently residing in that place;

(d) whether prior to his entry into Board's service, the employee had been living there for some years.

Note 1 :- The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Note 2 :- Where property is owned in more than one place the employee may choose any/one place, giving reasons for the choice, but the decision of the Controlling Officer whether or not to accept such a place as the home town of the employee shall be final.

Note 3 :- where the presence of near relation at a particular place is to be the determining criterion for the acceptance of the declaration of home town, the presence of near relations should be a more or less of permanent nature.

2. Where the husband and wife are both employees, they shall be treated as a single family unit and shall declare only one place to be their home town which shall be the same place for both of them. In making the declaration it is open to them to choose the home town of the parents of the husband, or the home town of the parents of the wife, or an entirely different place to be their home town, as may fit in with their traditions and personal needs. But having once declared a place to be their home town, that place shall be treated, as their joint home town for all times.
3. (i) The declaration shall in every case to be made to the authority who had been declared to be the Controlling Officer in respect of the employee for traveling allowance claims. Persons who enter the Board's service in future shall make such a declaration before the expiry of six months from the date of entry in service. No particular form of declaration has been prescribed.
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- ii. An officer who is his own Controlling Officer for purposes of traveling allowance shall make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance.
- iii. The declaration is subject to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.
- iv. The declaration shall be kept on the service book.
- v. It is necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by an employee initially may be accepted and detailed check may be applied only when he seeks a change.

vi. The declaration of home town once made shall ordinarily be treated as final. In exceptional circumstances, the Heads of the Departments or if the employee himself is the Head of Department, the administrative Ministry may authorise a change in such declaration provided that such a change shall not be made more than once during the service of an employee.

4. If an employee's home town is outside India, the concession is admissible upto the Indian Railway Station or Port nearest to his home town.

10. Calculation of claim : (1) The fare for the initial 400 kilometers (and in the case of Class IV employees 160 kilometers of a journey which is the liability of the employee shall be the fare as shown in Railway Fare Table. (i.e. The fare which the Railways should have charged if the journey were only for 400/160 kilometers), and not calculated as a proportion of the fare for the total distance traveled i.e. not the telescopic rate basis)

- (1) An Employee or his family may travel by any route or halt any-where on the way to or from the home town, but the Board's assistance shall be limited to their share of the fare by the shortest route calculated on a through ticket basis.
- (2) Where the shortest route by which the journey is required to be performed is disrupted due to accident's or other causes, the Controlling Officer may allow reimbursement of fare for the actual route travelled.
- (3) In every case the journey should be to the home and back, but it need not necessarily commence from or end at the headquarters of the employee either in his own case or in the case of the family. But the assistance admissible shall be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible and the journey been performed between the headquarters and the home town of the employee.
 - (i) when the journey is performed by a longer route which is not the cheapest in two different classes beyond the initial distance,
 - (ii)(a) If the journey or a part there of is made by road, Board's assistance shall be on the basis of the railway fare by the authorised class or on the basis of the actual expenses whichever is less.

Note: The journey performed by road will be admissible only if the journeys were performed in, the vehicles operated by Tourism Development Corporations in Public Sector, State Transport Corporations and Transport services run by other Government or local bodies operating as regular transport service from point to point at regular intervals at fixed fare rates with the approval of transport authorities. Travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates, with the approval of Regional Transport Authority State Government concerned will also be admissible. Leave Travel Concession shall not be admissible for journey by a Private Car (Owned, borrowed, or hired) or a bus or a train or van or other vehicle owned or operated on charter by private operators. An employee or his family members may avail themselves of tours, which are wholly operated and conducted by the I.T.D.C. State Tourism Development Corporations either by their own buses or buses taken on hire from outside. But it should be clearly certified by the I.T.D.C/ State Tourism Development Corporation that such tours are actually conducted operated by them, and not by any private party person.

(b) where an employee and/or his family travels by road between two points connected by rail by private car, the cost of propulsion being met by the employee himself, Board's assistance admissible shall be equivalent to what should have been admissible had the journey been performed by rail by entitled class. In such cases, no scrutiny of actual expenses incurred for the journeys by car shall 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 shall be allowed provided the Controlling Officer is satisfied that the journeys were actually performed by private car.

(4)(i)(a) where a recognised public transport system exists, the Board's assistance is the fares actually charged by such a system for the appropriate class of accommodation of the transport system.

Note : Appropriate class means as follows:-

(i) Officers entitled to

travel by I Class on rail: By any type of bus including super deluxe express

etc. but excluding air conditional deluxe bus.

(ii) Other Officers: By Ordinary/Express bus.

(iii) In regard to places in territory of India connected by shipping services, the entitlement of an employee to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer."

(iv) For travel between places not connected by any other means of transport, an employee can avail of animal transport like pony, elephant, camel, etc. In such cases, mileage allowance will be admissible at the same rate as for journeys on transfer.

(b) Where the recognised public transport system does not exist, the Board's assistance shall be regulated as in the case of journeys undertaken on transfer."

(5) There is no objection to an employee or his family members availing themselves of concessional circular tour tickets offered by the authorities in conjunction with the leave travel concessions. It shall also be permissible while utilising such a concessional ticket, to travel in any class. Higher or lower than the entitled one and the reimbursement allowed as per note here under.

Note : In such cases also the employee shall be entitled to reimbursement of the fare for the entitled / lower class actually used by the shortest route under these scheme to visit any place in India. If an employee perform his the journey by purchasing a circular tour ticket, his claim will be regulated as between the headquarters and the declared place of visit/Home Town by the shortest direct route by the class of accommodation for which the ticket was actually purchased or entitled class whichever is less.

(6) For journeys to Port Blair under leave travel concession, the journey up to the Port of embarkation shall be regulated as usual. From the Port of embarkation to Port Blair the employee shall be entitled to the cost of sea passage by the entitled class which is given below:-

First Grade : Highest class

Second Grade : If there be only two classes, the higher class. If there are more than two classes, the middle or second class.

Third Grade : If there be two classes only the lower class, if there be three classes, middle or second class, if there are four classes, third class.

Fourth Grade : Lowest class.

(7) Concessions by the railway authorities e.g.(seasonal concession, student's concession, return ticket etc.) may be availed in conjunction with the leave travel concession. In such a case the fare for the initial distance at either end shall be calculated proportionately on the basis of the concessional fare charged by the Railway, and this amount then deducted from the total fare actually paid. The amount of reimbursement to the employee shall then be the balance.

1. Class of accommodation - (i) For the purpose of travel concession during leave, the grade is decided by his status on the date of the journey itself.
2. If he travels in a higher class, than that to which he is entitled, Board's assistance shall be restricted to the fare of the appropriate class
3. If he travels by lower class the assistance shall be based on the lower class fare actually paid.
4. An employee may travel in a lower or higher class , but the Board's assistance shall be limited to the fare of the accommodation of the entitled class and/or the lower class to the extent actually used.
5. The concession shall be admissible to the family on the scale admissible to the husband or the wife, and not both.
6. " Journey by train under leave travel concession entitlement of grade to different classes of accommodation shall be as under:-
 1. Grade I & II- Second class air conditioned two tier sleeper/first class.
 2. Grade III-- First class/Air conditioned Chair Car.
 3. Grade IV—Second Class Sleeper.

NOTE: The quantum of pay for each grade is as decided by the Board from time to time

1. There is no objection to an employee performing journeys by Rajdhani Express, but the reimbursement shall be limited to what should have been reimbursable had he travelled by the class of accommodation to which he is entitled for such journeys by any other train.

(12) Combination of leave travel concession with transfer on tour :-

1. An employee travelling from old headquarters to home town and to new headquarters shall be eligible for minimum entitlement of transfer travelling allowance under SR 124 or SR 126 as the case may be, and in addition the concession under these regulations to the extent of $(X+Y)-(Z)$ 0 kilo meters (where X is the distance from old headquarters to home town, Y is distance from home town to new headquarters and Z is the distance for which transfer travelling allowance is admissible). If the distance for which the concession as admissible above is negligible it is open to the employee not to avail of the concession without prejudice to his title for the concession later subject to usual conditions. In such a case the advance, if any, taken should be adjusted in his transfer T.A. Bill.

2. (a) From tour station to home town and back to headquarters :

An employee is eligible for (i) travelling allowance as on tour for the journey from headquarters to the tour station and (ii) 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 concession being limited to journey from headquarters to home town and back.

- (b) An employee is eligible for leave travel concession from headquarters to home town and T.A. As on tour from home town to tour station and back to headquarters.

(13) "Forfeiture of claim:- Where no advance is drawn by the employee the right of an employee for reimbursement of leave travel concession claim stands forfeited or deemed to have been relinquished, if the claim is not preferred within three months of the date of completion of the return journey.

If an advance has been drawn the final bill should be preferred within one month of the completion of return journey. If that is not done, the employee will be required to refund the entire advance for that in one lump sum. No request for recovery of the advance in instalments shall be entertained." Simple interest at 10% on the outstanding advances either in whole or in part thereof will be charges from the date of drawal of advance till the date of remittance.

(14) Grant of advances – (1) Advances are granted to employees to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to 90% of the estimated amount which Board would have to reimburse in respect of the cost of the journey both ways.

2. If the family travels separately from the employee, the advance may also be drawn separately to the extent admissible.
3. The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey. Provided the period of leave taken by the employee or the period of anticipated absence of the members of the family does not exceed three months or 90 days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
4. If the limit of 3 months or 90 days is exceeded after the advance had already been drawn for both the journeys. One half of the advance shall be refunded to Board forth with.
5. Advances to temporary employees are sanctioned subject to production of surety of a permanent employee.
6. Advances may be sanctioned by the head of office. Officers who are their own Controlling Officers may sanction such advances for themselves.
7. The account of the advance drawn under this scheme shall be rendered after completion of the journeys in the same way as for an advance of T.A. on tour.
8. The advance shall be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. In case of journeys by rail , advance can be drawn sixty days before the proposed date of outward journey. In all cases, the employee should produce railway or bus tickets /cash receipts within ten days of drawal of the advance.

9. The T.A,claims in adjustment of the advance shall be prepared within one month of the completion of the return journey.

7. Separate advances for different batches may be adjusted by separate claims. A consolidated advance shall however, be adjusted in single bill.

8. In the case of an officer on deputation who avails of L.T.C, immediately on reversion but before joining his parent office, the borrowing department may grant the advance in consultation with the lending department and endorse a copy of the order to the lending department to enable them to watch the adjustment of the advance.

15. Fraudulent claim of L.T.C.

(i) If the conditions laid down in the sanction of advance are not complied with or if the rules for granted advances for leave travel concession have been violated, the Head of Department will have powers to charge penal interest at a rate of 2-1/2% above the rate of interest.

(ii) (1) whenever a case of fraudulent claim of leave travel concession comes to notice and the competent disciplinary authority arrives at a conclusion that there is a prima-facie case for initiating disciplinary proceedings against the employee for this misconduct, the claim for the leave travel concession shall be with -held and the employee shall not be allowed further, this facility till finalisation of the proceedings.

(iii) If the employee is fully exonerated of the charges of misuse of leave travel concession, he will be allowed to avail of the leave travel concession with-held earlier as additional set (s) of the leave travel concession in future blocks of years but before his normal date of superannuation.

(iv) If the employee is not fully exonerated of the charges of misuse of the leave travel concession he shall not be allowed the next two sets of leave travel concession in addition to the sets of leave travel concession already

with hold during the pendency of the disciplinary proceedings. If the nature of the misuse is grave, the competent authority may disallow more than two sets of leave travel concession. Such disallowance shall be without prejudice to the punishment for any proved misconduct in the disciplinary proceedings.

Explanation: For the purpose of this regulation, leave travel concession to home town and leave travel concession to any place in India shall constitute two sets of the leave travel concession.

(16) Nature of leave – (1) The concession shall be admissible for journeys performed by the employee during regular leave or casual leave, special casual leave or vacation irrespective of their duration. This concession can be availed of during maternity leave and during leave preparatory to retirement provided the return journey is completed before the expiry of leave. This concession will also be admissible to the employees while on study leave but the claims are to be regulated as under:

(a) For Self: An employee can avail leave travel concession from the place of study leave to any place in India/home town subject to the condition that the reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India/Home town or actual expenditure, whichever is less.

(b) For the family members: When the family members are staying with the employees at the place of his study leave, the reimbursement will be as indicated at (a) above. When not staying at the place of study leave reimbursement will be as under the normal terms and conditions of the leave travel concession scheme.

Note: The concession is not admissible to an employee who proceeds on leave but resigns his post without returning to duty.

(2) The concession to visit home town in a block of two years and to any place in India once in four years will be allowed both ways during leave preparatory to retirement provided that the return journey is completed before the expiry of leave preparatory to retirement.

(3) An employee or his family members or both shall be entitled to the concession irrespective of the actual period of stay in his home town.

(17) Record of assistance:- A record of all assistance granted under these regulations shall be suitably maintained. The record shall be in the form of entries in the service book or other appropriate records and should indicate the date or dates of the journey or journeys to the home town commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion an employee avails of the travel concession the fact is recorded in the service records under proper attestation.

(18) Certificate to be given by the controlling Officer – Certified :

- (i) that Shri/Shrimati/Kumari (Name of the employee)----- has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) that necessary entries have been made in the service book of Shri/Shrimati/Kumari -----(signature and designation of the Controlling Officer).

(19) Certificates to be given by the employee.- Certified that

- (1) I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of the block of the years 19 -----
- (2) I have already drawn T.A, for the leave travel concession in respect of a journey performed by me/my wife with----- children. This claim is in respect of the journey performed by my wife/myself with ----- children none of whom travelled with the party on the earlier occasion.
- (3) I have not already drawn T.A, for the leave travel concession in respect of a journey performed by me/my wife with -----children/----- children in respect of the block of two/four years 19-----and 19 ----- . This claim is in respect of the journey performed by my wife/myself with ----- children/-----children none of whom availed of the concession relating to that block.
- (4) I have already drawn T.A., for the leave travel concession in respect of a journey performed by me in the year 19 ----- in respect of block of two years/four years 19 ----- and 19 ----- . This claims is in respect of the journey performed by me in the year 19----- . This is against the concession admissible once every year in a prescribed block for

visiting home town as all the members of my family are living away from my place of work.

(5) The journey has been performed by me/my wife with -----
children/-----children to the declared home town viz-----

(6) That my husband/wife is not employed in Board's service/That my husband/wife is employed in Board's service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years/four years.

Signature of employee

(20) Obligatory evidence.- (1) The employee shall inform the Chairman or Deputy Chairman, in writing, before journeys for which assistance under these regulations is claimed, are undertaken, He shall also produce evidence of his having actually performed the journey, for example, serial numbers of railway tickets, cash receipts etc.

(2) As regards the satisfaction of the Chairman/Deputy Chairman regarding the genuineness of the claim in the absence of cash receipts, the Chairman/Deputy Chairman can satisfy himself by verifying the claim with reference to the evidence actually produced by the employee in support of his claim. If the Chairman/Deputy Chairman has any reason to doubt the genuineness of the evidence produced by the employee in support of his claim he can ask the employee to produce such other evidence, as may be considered necessary to substantiate his claim. If the Chairman/Deputy Chairman is still not satisfied about the genuineness of the claim, it is open to him to reject it.

(3) An employee 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 his certificate is found to be false in any particular case, the employee concerned can be proceeded against departmentally. A full probe can also be made wherever necessary by the Chairman/Deputy Chairman to satisfy himself about the genuineness of the claim. If the claim is found to be false, disciplinary action can be taken against the employee concerned.

(4) Relaxation in a minor nature, viz. In respect of non-production of serial number, failure to give prior intimation to the Chairman or Deputy Chairman before the journeys are undertaken, by the employee or their family or their family or both.

(5) Whenever the shortest route by which the journey is required to be performed is disrupted due to accidents or other cause, the power to grant reimbursement by the actual route travelled may be exercised by Chairman".

(21) Interpretation: In all cases of doubt regarding the applicability of these regulations to an employee or their interpretation, the matter shall be referred to the Central Government for decision.(G.S.R-232(E) dated 16.3.1979)