



FINANCE (ALLOWANCES) DEPARTMENT

SECRETARIAT
CHENNAI-9

Letter No.2625 / Allowance / 2013-1, dated 30.1.2013

From

Thiru K. Shanmugam, I.A.S.,
Principal Secretary to Government,

To

All Secretaries to Government.

The Secretary, Legislative Assembly Secretariat, Chennai –600 009.

The Comptroller, Governor's Household, Raj Bhavan, Chennai- 600 032.

The Secretary to the Governor, Raj Bhavan, Guindy, Chennai –600 032.

The Governor's Secretariat, Raj Bhavan, Guindy, Chennai – 600 032.

All Departments of Secretariat.

All Departments of Secretariat (OP / Bills)

All Heads of Departments.

All Collectors/ All District Judges/ All Chief Judicial Magistrates.

The Accountant General (A&E), Chennai –600 018.

The Accountant General (A&E), Chennai –600 018. (by name)

The Principal Accountant General (Audit –I), Chennai –600 035.

The Principal Accountant General (Audit –I), Chennai –600 035. (by name)

The Accountant General (Audit – II), Chennai –600 006.

The Accountant General (Audit – II), Chennai –600 006. (by name)

The Accountant General (CAB), Chennai –600 009 / Madurai.

The Special Commissioner and Commissioner of Treasuries and Accounts,
Chennai –600 015.

The Pay and Accounts Officer, Secretariat, Chennai –600 009.

The Pay and Accounts Officer, (North/South), Chennai-600 079 /600 035.

The Pay and Accounts Officer, Madurai – 625 001.

All Treasury Officers / Sub-Treasury Officers.

The Director of Local Fund Audit, Chennai – 600 108.

The Chairman, Tamil Nadu Public Service Commission, Chennai –600 003.

The Commissioner of Tribunal for Disciplinary Proceedings, No.6, Manickeswari
Road, Chennai –600 010.

The Registrar General, High Court, Chennai –600 104

The Director of Pension, DMS Complex, Chennai – 600 006.

The Pension Pay Officer, Chennai – 600 006.

The Registrar of all Universities in Tamil Nadu.

All State-owned Corporations and Statutory Boards.

The Commissioner, Corporation of Chennai / Madurai / Coimbatore / Tiruchirapalli /
Salem / Tirunelveli.

All Division Development Officers.

All Revenue Divisional Officers.

All Tahsildars.

All Block Development Officers.

All Municipalities.

To Contd...

All Chief Educational Officers.

The Project Co-ordinator, Tamil Nadu Integrated Nutrition Project, Lattice Bridge Road, Adyar, Chennai –600 020.

Sir,

Sub: Travel by Air on Leave Travel Concession –
Submission of Air ticket and Boarding Pass for claim
of Leave Travel Concession Bills – Instructions –
Issued.

Ref: G.O.Ms.No.237, Finance (PC) Department, dated
1.6.2009.

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I am directed to invite your attention to the reference cited.

2. In the Government Order cited, among others, orders have been issued to the effect that “the eligibility of the officers to travel by air while on official Tour shall also be applicable for availing Leave Travel Concession”. In order to ensure proper availing of Leave Travel Concession by the employees by the above mode, Government direct that proof of purchase of air ticket and proof of actual performance of travel (ticket and boarding pass) are to be enclosed along with the Traveling Allowance Bill.

Yours faithfully,



for **Principal Secretary to Government.**

Copy to:

The Private Secretary to the Chief Secretary to Government, Chennai-600 009.

The Private Secretary to the Principal Secretary to Government, Finance Department, Chennai-600 009.

The Private Secretary to the Secretary to Government (Expenditure), Finance Department, Chennai-600 009.

The Secretary to Chief Minister, Chennai-600 009.

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