GOVERNMENT OF TAMIL NADU

Finance Department G.O.No. 407, 15th June 1981

(Aani, Thunmathi, Thiruvalluvar Andu 2012.)

Allowances - Leave Travel concession-Introduction of - Orders - Issued.

READ

G.O. Ms.No. 1534, finance (P.C.), dated 14th November 1979.

ORDER:

The One Man Committee constituted in the Government Order cited has recommended that Government may consider reimbursing a reasonable portion of Government servant's actual cost of travel on the condition that he and his family incur such expenses when he takes earned leave for one month or more once in two years.

- 2. Government have examined the recommendation of the One Man Committee and have decided to introduce a scheme of Leave Travel Concession to their employees subject to the following conditions:
- (i) The scheme will be applicable to all State Government Employees who are either permanent or approved probationers, once in

two years, for the journey performed by the employees and his family to any place in the State of Tamil Nadu beyond 240 kms. from his place of work;

- (ii) Government will bear the cost of travel one way either by rail or by public transport or both in cases where journeys involve travel by both;
 and
- (iii) The Government servant shall be required to go on a minimum of 15 days' earned leave for availing himself of this concession.
- 3. The rules and conditions regulating the grant of Leave Travel Concession are appended to this order.
- 4. The expenditure on the Leave Travel concession Scheme of the advance granted in that connection shall be debited to a new subdetailed head "Travel Concession" under the detailed head "01. salaries" under the concerned major heads of account to which the pay and allowances of the Government servant concerned is debited.
- 5. The expenditure is on a 'New Scheme' and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure will be met initially by an advance from the Contingency Fund, orders regarding which will be issued in the Finance (B.G.I) Department.
 - 6. This order takes effect immediately.

(By order of the Governor)

K.DIRAVIAM, Second Secretary to Government.

APPENDIX

Rules regulating the grant of Leave Travel Concession

1. Extent of application

- (1) The Leave Travel Concession is admissible to all Government Servants under the rule making control of the State Government who avail themselves of a minimum of 15days' earned leave and who are-
 - (a) permanent Government servants;
- (b) approved probationers in any category or if no definite period of probation is fixed for the post, have put in a total service for a period of two years of duty within a continuous period of three years; and
- (c) officers appointed on contract basis, if the period of contract is more than two years and re-employed officers on completion of two years continuous service.
 - (2) The concession is not admissible to persons who are-

- (i) not in the whole-time employment of the Government;
- (ii) paid from contingencies; and
- (iii) eligible for any other form of travel concession available during leave or otherwise.

2. Frequency of entitlement

- (3) The concession is admissible once in a period of two calendar years. The term "once in a period of two calendar years" should be taken to mean once in each block of two calendar years starting from the year 1981. Thus, the concession on the first occasion is admissible during the block of two consecutive years 1981 and 1982 and thereafter during the block years 1983-84, 1985-86 and so on.
- (4) In case the Government servants fail to avail themselves of the concession in a block of years, their entitlement to the concession for that block will be deemed to have lapsed.

3. Entitlement

- (5) Government servants and their families performing journeys to any place in the State of Tamil Nadu beyond 240kms. from the place of work shall be eligible for the Leave Travel Concession either for the onward journey or for the return journey according to their choice.
- (6) The Government will meet the actual fare for the journey of the Government servant and his family one way only.
- (7) The fare for the journey performed by the Government Servant and his family will be the railway fare by the class to which he is eligible under the Tamil Nadu Travelling Allowance Rules. For travel between places not connected by rail, the actual cost of travel by State Transport bus, Ordinary or Express (not air-conditioned bus) shall be met by the Government. In respect of travel to places not connected by rail or bus, the reimbursement of fare shall be restricted to what would have been admissible if the place had been connected by bus transport.
- (8) The members of the family of the Government servant may either travel together or separately in different groups as may be convenient to them but the return journey must be completed within two months from the date of commencement of the onward journey of the Government servant and/or his family.

4. Family defined

(9) The term "family" shall be as defined in Rule 2 (iv) of the Tamil Nadu Travelling Allowance Rules. Where both husband and wife are Government servants, the concession shall be admissible to the family on the scale admissible to the husband or the wife and not both.

5. No incidentals admissible

(10) No incidental expenses are admissible for journeys performed under the Leave Travel Concession scheme.

6. concession based on shortest route:

(11) Government's liability for the cost of travel by railway or bus between the Government servants' place of work and the place of visit is limited to the share of the fare by the shortest route, calculated on through ticket basis". the Government servant or his family members may travel by any route halt anywhere on the way to from the place of visits, but the Government's assistance will be limited to the share of the fare as above. The term' shortest route' carries the same interpretation as for travel on duty.

7. Nature of leave-

(12) The concession is admissible only in the case of journey performed by the Government servant during earned leave and not during any other kind of leave. The period of earned leave should not be less than 15 days. In the case of vacation departments, vacation is treated as regular leave for purpose of this concession. The concession is not, however, admissible to a Government servant who proceeds on earned leave and then resigns his post without returning to duty. The journeys by both the Government servant and his family members should commence within the period of earned leave along with the earned leave application of the Government servant full details of his travel plan as required in Form III should be furnished.

8. Mode of preferring claim

(13) Reimbursement of the cost of journey (one way) shall be made on presentation of claim in the travelling allowance bill form with the certificate that the journey was actually performed and that travel was made by the class accommodation not lower than the one for which reimbursement is claimed. The serial numbers of the rail and/or bus tickets should be furnished in the bill.

9. Prescribed certificates

- (14) To ensure that the various conditions governing the grant of Leave Travel Concession are satisfied before the claims for payment, the following certificates shall be furnished along with Travelling Allowance bill:
- (i) certificates from the Controlling Officer and from the Government servant concerned in Forms I and II;
- (ii) Leave sanction order along with the details of travel plans as in Form III.

10. Record of assistance

(15) A record of all assistance granted under these rules shall be suitably maintained. In the case of self drawing officers, the record shall be maintained by the Accountant-General/Pay and Accounts Officer as the case may be. In the case of other staff, the record should be in the form of entires in the service book or other appropriate service records and should indicate the dates of journey and place of visit. The authority responsible for the maintenance of service record shall ensure that on every occasion a Government servant proceeds on earned leave, the fact whether he availed himself of L.T.C. or not shall be indicated in the record.

11. Advance

- (16) To enable Government servants to avail themselves of the Leave Travel concession, advance shall be granted on the following terms and conditions:
- (a) The amount of advance in each case shall be limited to four fifth of the estimated amount which Government would have to reimburse in respect of the cost of the journey;
- (b) A copy of the Leave sanction order along with form III shall be enclosed with the bill claiming the advance.
- (c) Self drawing officers, shall prefer the claim for advance along with the order sanctioning the leave and the L.T.C. For others, on receipt of the order sanctioning the leave and L.T.C. the pay drawing officer shall claim the advance and disburse it to the Government servants concerned.
- (d) The advance will have to be refunded forthwith if the journey is not commenced within 30 days of the grant of advance.
- (e) The travelling allowance claim for adjustment of the advance drawn should be preferred within one month of the completion of the return journey.
- (f) The adjustment of the advance will be watched through Objection Book by the Accounts Officer/Controlling Officer concerned, as the case may be.

12. Head of account

(17) The expenditure on L.T.C. or the advance granted in that connection shall be debited to a new sub-detailed head "Travel Concession" under the detailed head "01. Salaries", subordinate to the appropriate final head of account to which the pay, etc., of the Government servant concerned is debited.

Form I

Certificate to be given by the Controlling Officer

Certified-

- (i) that Thiru/Tmt./Selvi is a permanent Government Servant/an approved probationer/a contract officer/a re-employed officer; and eligible for the Leave Travel Concession under the rules;
- (ii) that necessary entries as required under para(15) of the rules have been made in the Service Book of Thiru/Tmt./Selvi.

Signature and designation of the Controlling Officer.

FORM II

Certificate to be given by a Government Servant

Certified that the advance for the Leave Travel Concession drawn by me during the previous block year, has been fully adjusted.

- Certified that the journey has been actually performed by me/my wife with children/children from/to the declared place of visit.
- Certified that for the railway journey included in the Leave Travel Concession bill, myself and members of my family travelled by the Class for which the claim is made.
- 4. That my husband/wife is not employed in/That my husband/wife is employed in Government 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.

Signature of the Government Servant.

FORM III

Particulars required to be furnished along with the application for Earned Leave

- (1) Name and basic pay of the Government servant.
- (2) Designation and office to which attached ..
- (3) Dates and places of proposed visit (onward and return journeys).
- (4) Mode of Travel -

By train From To

By bus From To

(5) List of family members availing the concession with names, age and relationship with the Government servant. (iv)

(6) Cost of tickets Rs. (with break-up details)

Signature of the Government Servant