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No. 13/10/85-SII

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, Commissioners, Ambala and Hisar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- (ii) Registrar, Punjab and Haryana High Court and all District & Sessions Judges Haryana.

Dated Chandigarh, the 16th November, 1987.

Subject— Grant of Leave Travel Concession for visiting Home Town and any place in India to State Government employees.

Sir,

I am directed to refer to the composite Punjab Government letter No. 2892-G1-57/68, dated 26/28th May, 1957 and subsequent instructions issued on the subject from time to time and Haryana Government circular letter No. 13/8/84-SII, dated the 31st December, 1984 regarding the subject noted above, and to say that the Central Government have further liberalised the existing policy of Leave Travel Concession vide their letter No. 31011/2/84-Estt. (A), dated the 11th June 1985 (Copy enclosed for ready reference). After careful consideration of the whole matter, the State Government has taken the following decisions:—

- (a) At present State Government employees of I, II & III Grades whose home towns are situated within a distance of 400 kms. and Government employees of IV Grade whose home towns are situated within a distance of 160 kms. from their headquarters are not entitled for availing of Leave Travel Concession for going to home town once in a block of two years and whose home towns are situated beyond the distance of 400/160 kms., as the case may be, from their headquarters have themselves to meet the entire cost of fares for the initial 400/160 kms., as the case may be, on each of the outward and return journeys and for the remaining distance (over the initial 400/160 kms.), the Government meet 100% of the actual fares.

The State Government has now decided that full reimbursement may be made in respect of Leave Travel Concession to home town once in a block of two years without any restriction in regard to the first 400/160 kms., as the case may be. As a result of this, those whose home towns are situated at distances less than 400/160 kms. will also be eligible to avail Leave Travel Concession to home town. Fresh declarations may, therefore, be obtained from such of those persons who were hitherto ineligible for Leave Travel Concession to home town on account of their home towns being situated within 400/160 kms. from their headquarters and who had not declared the home towns so far. All new entrants into service may also be asked to declare their home towns irrespective of its distance from headquarters.

- (b) According to existing policy instructions of the State Government, reimbursement of the expenditure is made only if the journeys are performed by rail or by buses of the Haryana Transport Department, Haryana Tourism Department, or of Haryana Tourism Corporation and as a result of this, the State Government employees availing of Leave Travel Concession cannot get reimbursement of such expenditure where rail journey is not available and the buses of the Haryana Government/Tourism Department/Tourism Corporation do not go to such places.

The State Government has now decided that reimbursement of the expenditure will also be made if the journeys are performed by buses, vans or other vehicles, on charter, where these vehicles

are operated by Tourism Corporations in the Public Sector, State Government Transport Corporations and Transport Services run by other State Government or Local Bodies.

When a Government servant undertakes a journey in a chartered bus under L.T.C. Scheme, the reimbursement may be either the actual hire charges on the chartered bus or the amount reimbursed.

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able had the journey to the declared place of visit been undertaken by the entitled class by the shortest route, which ever is less.

- (c) The facility for reimbursement for journeys performed by Government servants by private cars (the cost of propulsion being borne by the Government servants themselves) contained in para 1 (c) Govt. of India's O. M. No. 43/57-Estt. (A), dated 11-2-58 incorporated in Standing Guide file on "Leave Travel Concession to Government employees" which was circulated vide Haryana Govt. their circular letter No. 2305-S-68, dated 2nd Nov 1968, shall be withdrawn with immediate effect.
- (d) According to the existing instructions the Govt. employees and their families who are able to avail themselves of Leave Travel Concession for visiting any place in India block of 4 years, it can be carried forward to the first year of the next block of 4 years with the permission of the Head of the Department. It has been decided that concessions of carrying forward of Leave Travel Concession to the first year of the next block shall be available to the Government employees automatically without seeking the permission of Head of the Department.
- (e) The State Government has decided to follow the instructions of the Govt. of India regarding Leave Travel Concession to Home Town and any place in India issued by them from time to time except in the following respects :—
 - (i) Prior permission of the Head of the Department or Administrative Department in the case may be, should be obtained before undertaking the journey while availing of concession.
 - (ii) After the completion of journey while submitting his claim the employee will give certificate and an affidavit in the Annexure 'B' and 'C' already circulated with letter No. 13/8/84-S11, dated 31st December, 1984, that the journeys have actually been performed by him/members of his family for going to the declared place of his visit.

2. Instructions issued by the Government of India for the grant of Leave Travel Concession for visiting any place in India and Home Town will henceforth apply to all the State Government employees subject to the conditions mentioned in para 1 (e) above.

3. These instructions will take effect from the date of issue of this letter, and, all journeys on Leave Travel Concession commencing on or after the date of issue of these instructions may be regulated in accordance with these instructions. Past cases already decided need not be reopened and past cases which are pending may be regulated in accordance with the instructions which are in force at the relevant time.

4. The members of all India Services will, however continue to avail of Leave Travel concessions as per the provisions of all India Services (Leave Travel Concession) Rules, 1975 as amended from time to time.

5. This issues with the concurrence of Finance Department conveyed vide their U. O. No. 4/1/2PR/87, dated 9th November, 1987.

Yours faithfully,

Sd/-

(Brij Bhushan Lal)

Under Secretary Administrative
for Chief Secretary to Government, Haryana

No. 13/10/85-SII

Dated, Chandigarh, the 16th Nov., 1985

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A copy, with a copy of enclosures, is forwarded to the Accountant General (Acco Haryana for information.

Sd/-

(Brij Bhushan Lal)

Under Secretary Administration,
for Chief Secretary to Government, Hary

A copy each with a copy enclosures, is forwarded to all Financial Commissioners and Administrative Secretaries to Govt., Haryana for information.

Sd/-

(Brij Bhushan Lal),

Under Secretary Administration,
for Chief Secretary to Government, Hary

To

All the Financial Commissioners and Administrative Secretaries to Government, Haryana.

U.O. No. 13/10/85-SII

Dated, Chandigarh, the 16th Nov., 1985

A copy each, with a copy of enclosures, is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries.

Sd/-

(Brij Bhushan Lal)

Under Secretary Administration,
for Chief Secretary to Government, Haryana

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 13/10/85-SII

Dated. Chandigarh, the 16th Nov., 1985

Copy of letter No. 31011/2/84-Estt. (A), dated 11th July, 1985 from Shri A Jayaraman, Director, Ministry of Personnel & Training, Administrative Reforms and Public Grievances and Pension (Department of Personnel and Training/Karmik Aur Prashikshan Vibhag), Govt. of India/Bharat Sarkar, New Delhi addressed to all Ministries and Depts. of Govt. of India.

Subject :—Leave Travel Concession to Central Government Employees—Modification in Leave Travel Concession to home-town once in a block of two years.

The undersigned is directed to say that as a result of the recommendations of the 3rd Central Pay Commission, Leave Travel Concession to any place in India once in a block of 4 years was introduced by the Department of Personnel and A.R. O.M. No. 43/6/73-Estt. (A), dated 11th March, 1974 (for Group 'B' 'C' & 'D' employees) and 3rd May, 1974 (for Group 'A' employees), subject to the conditions applicable to Leave Travel concession to home town once in a block of 2 years. Consequently, government servants had to bear the liability in respect of the first 400/160 kms., as the case may be, also in respect of the L.T.C. to any place in India once in a block of 4 years. Later the scheme was further liberalised through the Department of Personnel and A.R. O.M. No. 31011/10/Estt. (A), dated 1st September, 1978, to provide that in the case of Leave Travel Concession to visit any place in India (other than home town) once in a block of 4 years, full reimbursement of fare might be allowed for the entire distance both ways, without any deduction in respect of first 400/160 kms., as the case may be. Therefore, as a result of discussion in the 26th Ordinary Meeting of the National Council (JCM) held on 13/14th May, 1982, the provisions in the aforesaid O.M. of 1st September 1978 were further liberalised through this Department O.M. No. 31011/3/82-Estt. (A), dated 23-12-82 providing for full reimbursement in respect of visit to home town as if it were visit to any place in India if LTC to any place in India in a block of 4 years was utilised to visit home town.

2. In view of the aforesaid developments, government have had under consideration the question whether full reimbursement may be allowed in respect of LTC to visit home town once in a block of 2 years without the existing deduction in respect of the first 400/160 kms., as the case may be. This matter was also discussed in the Standing Committee of the National Council (JCM) on 30th May, 1982. As a result of the discussions, it has been decided that full reimbursement may be allowed also in respect of LTC to home town once in a block of 2 years, without any restriction in regard to the first 400/160 kms., as the case may be. As a corollary to this, those whose Home Town are situated at distances less than 400/160 kms. will also be eligible for LTC to Home Town. Fresh declarations will therefore, be called for from such of those persons who were hitherto ineligible for LTC to Home Town on account of their Home Towns being situated within 400/160 kms. from their headquarters and who had not declared their Home Towns so far. All new entrants into service may also be asked to declare their Home Town irrespective of its distance from headquarters.

3. Further, in view of the possibilities of misuse and difficulties in verifying the bona-fides of individual claims, it has been decided in consultation with the staff side in the aforesaid meeting of the Standing Committee that the existing provisions relating to regulation of L.T.C. claim when government servant undertakes the journeys in a chartered bus, van or other vehicle shall be withdrawn with immediate effect, in so far as such vehicles are owned by private operators. According to Paragraph 1 of this Department O.M. No. 31011/2/84 Estt. (A), dated the 3.2.79 may be treated as modified to this extent. There is, however, no bar to travel by buses, vans or other vehicles, in charter, when these vehicles are operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or Local Bodies.

4. It has also been decided for similar reasons that the provisions contained in the Ministry of Home Affairs O.M. No. 43/57-Estt. (A), dated 11-2-1958, providing for reimbursement of journey performed by government servants by private cars, (the cost of propulsion being borne by government servants themselves) shall be withdrawn with immediate effect. The aforesaid O.M. 11-2-1958 may, therefore, be treated as modified to this extent.

5. These orders will take effect from the date of issue. All journeys under L.T.C. commenced on or after the date of issue of this O.M. may, therefore, be regulated in accordance with the instructions. Past cases already decided need not be reopened and past cases which are pending may be regulated in accordance with the instructions which were in force at the relevant time.

6. In so far as employees serving in the Indian Audit and Accounts Departments concerned, these orders issue in consultation with the Comptroller and Auditor General of India.