

Travel concession to Government servants during regular leave.

GOVERNMENT OF MAHARASHTRA.

Finance Department.

Resolution No. TRA-1163/2726-V.

Sachivalaya, Bombay-32, 23rd October 1963.

RESOLUTION OF GOVERNMENT.

The question of granting some travelling concession to Government servants, serving at places distant from their homes for journeys to their homes during regular leave, has been under the consideration of Government for some time. Government is now pleased to direct that the concessions detailed in the**accompanying Schedule should be granted to all Government servants under the administrative control of the Government of Maharashtra.

2. These orders will come into force with effect from the 1st October 1963 and will cover journeys commenced on or after that date.

By order and in the name of the Governor of Maharashtra,

ED ON 20/12

Despatch Clerk

K. RAMKRISHNA AYYAR,
Financial Adviser to Government.

The Accountant General, Maharashtra State, Bombay,
The Senior Deputy Accountant General

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, FINANCE DEPARTMENT NO.TRA/
1163/2726-V DATED 23RD OCTOBER, 1963.

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S C H E D U L E

Travel concessions to Government servants during regular leave.

1. The concessions detailed below will be admissible to Government servants of all grades under the administrative control of the Government of Maharashtra, whose home towns are beyond a distance of 250 Kilometers from their headquarters, once in a period of two calendar years for visiting their homes.

They will apply in respect of journeys performed by the Government servants travelling to their home towns on leave, and back from their home towns to their headquarters, and by the members of their families travelling between the same stations.

2. (i) The Government servants whose "homes" are beyond 250 Kilometers from the headquarters but within the state, shall themselves meet the entire cost of fares for the initial 250 Kilometers, on each of the outward and return journeys. For the remaining distance (over the initial 250 Kilometers) Government will meet 75 per cent of the actual fares, the balance of 25 per cent being borne by the Government servant.

(ii) The Government servants whose "homes" are beyond the boundary of the State, shall themselves meet the entire cost of fares for the initial 250 Kilometers of each of the outward and return journeys. For the remaining distance (over the initial 250 Kilometers) and upto 400 Kilometers beyond the boundary of the State, Government will bear 75% of the cost of the fares, the balance of 25% being borne by the Government servants.

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 Government servant, either in his own case or in the case of his family. However, the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the home of the Government servant.

The fare for the initial 250 Kilometers of the Journey which is the liability of the Government servant, will be the fare as shown in the railway fare tables, and not calculated as a proportion of the fare for the total distance travelled.

3. The concession will be admissible to each Government servant and members of his family once in a period of two calendar years. The phrase "once in a period of two calendar years" should be taken to mean once in each block of two calendar years. The first block of two years will be counted from the year 1963.

(a) 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.

- (b) The families need not necessarily travel with the Government servant. They may either travel together or separately in different groups as may be convenient to them. When they travel in different groups at different times, re-imbursement of expenditure may be allowed in respect of each such group if the outward journey of the last such group commences before the expiry of six months from the date of commencement of the outward journey of the first group, and the return journey of each group is completed within six months from the date of commencement of the outward journey of that group.

For the purpose of these rules:

- (1) The term "Family" will have the same meaning as is assigned to it for the purposes of transfer Travelling Allowance in the Bombay Civil Services Rules.
- (ii) "Leave" means regular leave for a period of not less than 15 days, and includes leave on average pay, earned leave, commuted leave, maternity leave, leave on half average pay, half pay leave and extraordinary leave.

In the case of a Government servant serving in a Vacation Department, vacation will be treated as regular leave for this concession.

The minimum limit of 15 days leave for admissibility of the concession may be relaxed by the Administrative Departments or Heads of Departments at their discretion in cases where they consider and certify that it is necessary in the public interest to curtail the leave of the officer to a period less than 15 days.

travel concession will be admissible to the members of a Government servant's family with reference to the facts existing at the outward and return journeys independently. The following types are given by way of illustration.

Entitled to reimbursement in respect of the outward Journey only:

A dependent son/daughter getting employment or getting married respectively after going to home-town, or remaining there for prosecution of studies.

The family having performed the journey to home-town have no intention of completing the return journey from home-town, provided the Government Servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

Entitled to reimbursement in respect of return journey only:

- (1) A newly married wife coming from home-town to headquarters station or a wife who has been living long time at home-town and did not avail herself of the leave travel concession in respect of the outward journey.

- (ii) A dependent son/daughter returning with parents - coming alone from hometown where he/she has been prosecuting studies or living with grant-parents etc.
- (iii) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of the return journey.
- (iv) A child legally adopted by a Government servant while staying in the home-town.

5. For the purpose of these rules, the term 'home' means the permanent home-town or village of the Government servant as entered in the service Book or other appropriate official record of the Government servant 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, like parents, brothers etc.) as the place where he would normally reside but for his absence from such station for service in Government. For this purpose, each Government servant should make to the authority who has been declared to be the Controlling Officer in respect of Government servant for purposes of Travelling Allowance claims, a declaration as to his 'home-town' within a period of six months from the date these rules come into force, or on a date prior to the coming into force of the concession under these rules, whichever is earlier. In the case of a Government servant on foreign service, the period of six months should be reckoned from the date of his reversion to Government service unless the concession is extended to him during his foreign service, in which case a declaration should be made within six months of the date on which it is decided to extend the concession to him.

Persons who enter Government Service in future should make such a declaration before the expiry of six months from the date of entry into service.

The declarations will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider correct test to determine whether a place declared by a Government servant may be accepted as his hometown or not is to check whether the place where the Government servant would normally reside but for his absence from such a station for service under Government. The criteria mentioned below may be applied for acceptance of such a declaration.

- (i) Whether the place declared by the Government Servant is one which requires his physical presence at intervals for discharging various domestic and social obligations, and whether after his entry into service, the Government servant had been visiting that place frequently.
- (ii) Whether the Government servant owns residential property in that place or whether he is a member of a joint family owning such property there.
- (iii) Whether his near relatives are residing in that place.
- (iv) Whether prior to his entry into Government Service the Government servant 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 a Government servant or the family of which he is a member owns residential or landed property in more than one place, it is left to the Government servant to make a choice giving reasons for the same, provided the decision of the Controlling Officer whether or not to accept such a place as the home-town of the Government servant shall be final.

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

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traven officer who is his own Controlling Officer for purposes of Training Allowance should make to his next superior administrative authority the initial or any subsequent declarations of his home-town.

Heads of Departments and all Departments of the Secretariat are requested, 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 with their approved home-town lists.

In the case of non-gazetted staff, the declaration will be kept on the service book or other appropriate service record of the Government servant. In the case of a Gazetted Officer the Controlling Officer shall forward the declaration after due verification to the Accounts Officer concerned who shall keep them with the Officers History of Service.

A declaration of "home" once made will ordinarily be treated as final, but in exceptional circumstances, the Head of the Department or if the Government servant himself in the Head of the Department, the Administrative Department may authorise a change in such declaration provided that such a change shall not be made more than once during the entire service of the Government servant.

See G.O. 25-6-64.

6. The Government servant and members of his family may travel either independently or together as may be convenient to them. The claim for reimbursement in respect of the journey of the one need not depend on the journey performed by the other; the members of his family will, therefore, be entitled to the concession irrespective of the fact that the Government servant may or may not proceed on regular leave or that his leave has or has not been officially refused, but the return journey must be completed within six months from the date of commencement of the outward journey and the concession will be counted against the block in which the outward journey commenced. The limit of six months may be relaxed in special cases by Government at its discretion. The claim in each case, however, shall be for both outward and inward journeys.

7. Contract Officers and re-employed Officers:- Officers appointed on contract basis will be eligible for the concession on completion of one year's continuous service if the period of contract is more than one year. Where the initial contract is for one year but it later extended, the total duration of the contract will be taken into account for this purpose. The grant of the concession to contract officers will be subject to the conditions laid down in para 2 above.

Re-employed Government servants will be eligible for the concession on completion of one year's continuous service. But 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 would have been admissible to the re-employed Government servant, had he not retired but had continued as a serving Government servant).

8. The concession will also be admissible to a Government servant and his family in respect of only the outward journey from headquarters to home-town during "Refused Leave" and leave preparatory to retirement provided the concession had not been availed of earlier during particular block of two calendar years. In case of leave preparatory to retirement, refused leave, the journey by both the Government servant and his family should, however, commence within the period of leave. All concession will not, however, be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.

9. Government servants on foreign service with commercial or industrial undertakings, statutory bodies or any other foreign agency will also be eligible for the leave travel concessions which should and normally be incorporated in the orders placing them on foreign service. In respect of the Government servants who are already on foreign service, the terms of their deputations may be suitably modified so as to make concessions admissible to them.

The cost of the concession in all such cases should be met by the foreign employer.

10. The assistance ~~x~~ will also be admissible as in case of a journey on leave travel concession combined with one on transfer or tour. The following types of cases are likely to arise.

1) LEAVE TRAVEL CONCESSION IN COMBINATION WITH TRANSFER JOURNEY

A Government servant going to home-town on regular leave proceeds therefrom on transfer to the new headquarters;

11) LEAVE TRAVEL CONCESSION IN COMBINATION WITH TOUR JOURNEY.

(a) A Government servant proceeds with proper prior permission to home-town on regular leave from tour station and returns to headquarters direct from home-town; and

(b) A Government servant proceeds to tour station from home-town with proper prior permission and returns to headquarters therefrom.

The combined claims in such cases should be regulated as indicated below:-

a) In the case of the category (1) above:-

The Government servant may be allowed as his minimum entitlement transfer travelling allowance under the Bombay Civil Services Rules. He may be allowed, in addition, leave travel concession under these rules to the extent the distance from old headquarters to home-town and from home-town to the new quarters exceeds the distance for which transfer travelling

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allowance is admissible plus 500 kilometers.

In cases where the distance for which leave travel concession would be admissible as above, is negligible, it will, however, be open to the Government servant not to avail of the leave travel concession at all, he being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.

The option has to be exercised in respect of self and the members of the family at the time of preferring the claim for transfer travelling allowance.

When leave travel concession is not availed of, ~~the leave travel concession is not availed of~~, the leave travel concession advance, if any, taken by the Government servant should be adjusted against his travelling allowance entitlement.

(b) In the case of the category (ii)(a) above:

travelling allowance as on tour may be allowed for the journeys from the head quarters to the tour station from which the Government servant proceeds to home-town and 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 limitation contained in para 2 will be applicable in computing the amount of leave travel concession admissible.

(c) In the case of the category (ii)(b) above:

Leave travel concession as admissible under the rules may be allowed from headquarters to home-town and travelling allowance as on tour for the journey from home-town to tour station and back to head-quarters.

1. A Government servant who has a family, as defined for the purpose of the 'leave travel concession,' living away from his place of work, may, instead of having the concession for his family as well for himself once in a block of two years, avail of the concession himself alone once every year for visiting his home-town.

2. The Government servants and their families who are unable to avail themselves of the concession in a block of two years, may be permitted to count the next block period from the end of the first year. Thus, in a case where the officer and his family can not avail themselves of the concession in the 1963-64 block, they should be eligible to count the next block with effect from the 1st January 1964. The concession due for the 1963-64 block must, however, be availed of by or before 31st December 1965. In case they fail to avail themselves of the concession before that date, their title to concession for that block should be treated as having lapsed.

3. Where the wife of a Government servant is also a Government servant, the concession will be admissible to the family on the scale admissible to the husband or the wife, and not both.

4. Where the wife/husband of a Government servant is eligible for concession of leave travel assistance under any other rules, the Government servant shall be entitled to the concession under the said rules. (8000+10)-4.

servant should furnish a certificate, along with the bill for assistance under these rules to the effect that such other assistance was not availed of for the journey for which assistance is being claimed.

15. The concession is ordinarily admissible for journey by rail within India.

The concession will also be admissible for journeys between stations which are not connected by rail such journeys should, however, be performed by the shortest road route/steamer services. The extent of assistance from Government in such cases will be indicated below:-

- (i) For the journey which is covered by a recognised public transport system the Government assistance should be on the basis of 75% of the fares actually charged by such a system for the appropriate class of accommodation in respect of the admissible distance. (vide para 2).
- (ii) For the portion of the journey which is not covered by a recognised public transport system, Government assistance should be on the basis of 75% of the amount admissible as Travelling Allowance in terms of Rule 414 of Bombay Civil Services Rules, or the actual expenses incurred, whichever is less pertaining to admissible distance (vide para 2 above). In either case, the amount of Government assistance should be calculated on the basis of actual fares or mileage allowance as above, as the case may be, at single rates for Government servant himself and each entitled member of his family for whom full fares are payable and at half the rates for children between the ages of 3 and 12 years or whom half fares are payable.

16. A Government servant who declares, subject to the satisfaction of the controlling officer, that his home-town is outside India, will also be entitled to the leave travel concession for visiting his home-town. Government's assistance in such a case will be limited to the share of the fares for journeys (i) upto and from the railway station (by the shortest route) nearest from the home-town or (ii) the railway station for the nearest port of embarkation/disembarkation, in India subject to the provisions of para 2(ii) above. The term "nearest port" for this purpose means the port in India nearest to the home-town of a Government servant.

17. The class of railway accommodation to which a Government servant and his family will be entitled will be the class to which he is entitled under the normal rules at the time the journeys are undertaken. It will be permissible for the Government servant and/or his family to travel in a class higher or lower than that to which he is entitled; in the former case, Government's liability for the distance in excess of 250 kms. will be restricted to 75 per cent of the fare for the excess distance by the class to which he is entitled and in the latter case 75 per cent of the fare for the excess distance by the class in which he or his family actually travelled. If on such journeys or parts of such journeys the Government servant or a member of his family travelled by air or by road or by steamer, the extent of Government assistance will be limited to what would have been admissible had he travelled by rail in the authorised class or the actual expenses, whichever is less.

There is no objection to Government servants, normally entitled to travel by the I or II Class, travelling also by III Class in the de-lux air conditioned trains while availing themselves of the leave travel concession. The cost on account of the surcharge over the third class

fare which is levied in such a case will be apportioned between Government and the officer in the same manner as the cost of the basic III Class fare.

A Government servant may travel in any class for the first 250 kms. of each journey which is his own liability. Beyond 250 kms. also there would be no objection to an officer travelling in a lower or a higher class, but Government's assistance would be limited to 75% of the fares of the accommodation of the entitled class and/or the lower class, to the extent actually used.

There is also no objection to Government servants (or their families) availing themselves of any concessional return journey tickets announced by the Railway authorities (e.g. seasonal concession, student's concession, etc.) in conjunction with the leave travel concession. In such a case, the fares for the first 250 kms. at either end should 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 reimbursable to the Government servant will then be 3/4th of the balance, subject to provision in para 2 above.

Where the Officer 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 servant 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 Government servants 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.

There is no objection to Government servants (or their families) travelling also by III Class and availing of the "sleeper" accommodation. In such cases 75% of the extra cost incurred for sleeper accommodation will be borne by Government.

There is no objection to a Government servant or his family availing themselves of concessional Circular Trip Ticket offered by the Railway authorities in conjunction with the leave travel concession.

It will also be permissible while utilising such a concessional ticket, to travel in any class, higher or lower than the entitled one.

In such cases, double the fares for 250 kms. should be calculated proportionately on the basis of the concessional fare charged by the railways of the entitled or the lower class actually used and this amount deducted from the fare for the shortest route between headquarters and the home-town, calculated proportionately on the basis of the concessional fare charged. The amount reimbursable to the officer will then be 3/4th of the balance.

18. Government's liability for the cost of railway fare between the Government servant's headquarters and his home shall be limited to the fare of the fare by the shortest route.

A Government servant or his family members may travel by any route or anywhere on the way to or from the home-town, but Government assistance shall be limited to its share of the fare by the shortest route

calculated on a 'through' ticket basis.

The reimbursement admissible in respect of persons whose home-towns are beyond the boundaries of the State will be calculated on the same lines subject to the admissibility of the assistance upto the distance of 400 kms. beyond the boundaries of the State.

When^d Government servant or any member of his family performs the journey by a longer route (which is not the cheapest) in two different classes of railway accommodation beyond the first 250 kms. for example partly by II Class to which he is entitled and partly by III Class, entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage by such route.

Example:- If the total distance by the longer route is 600 kms. and that by the shortest route is 500 kms. and if the Government servant concerned has travelled the initial 400 kms. by III Class and the remaining 200 Kms. by II Class, Government's share of reimbursement expenditure incurred in this case should be as follows:-

For persons whose homes are within the State.

1) Mileage for which III Class fare will be admissible.

| | | |
|---|---|--|
| Distance actually travelled by III Class | x | Total = $400 \times 500 = 334$ kms. |
| Total distance by the longer route. | | distance 600 (approximately by the shortest route. |

Mileage for which II Class fare will be admissible.

| | | |
|---|---|--|
| Distance actually travelled by II Class. | x | Total $200 \times 500 = 167$ Kms. |
| Total distance by the longer route. | | distance 600 by the shortest route. |

Since the entire cost of fares for the initial 250 kilometers is to be met by the officer, the Government's share for re-imbursement will be 3/4th of III Class fare for 334 kms. minus 250 i.e. 84 kilometers plus 3/4th of II Class fare for 167 kilometers.

The reimbursement admissible in respect of persons whose 'home-towns' are beyond the boundaries of the State will be calculated on the same lines subject to the admissibility of the concession for the distance upto 400 kms. beyond the boundaries of the State.

19. The assistance may be claimed by presenting claims in T.A. Bill forms on the usual certificates that the journeys were actually performed by the class of accommodation not lower than that for which reimbursement of fare is claimed.

20. The Government servants should inform their controlling officer before journeys for which assistance under these rules will be claimed undertaken. The controlling officers, should, in each case satisfy themselves about the genuineness of the claim and bonafides of the journey performed by Government servants, before countersigning the bills for Leave Travel Concession.

21. Advances may be granted to Government servants to enable them avail of the concession. The amount of such advance in each case will

limited to 4/5th of the estimated amount of assistance admissible under these rules.

Where the Government servant and members of his family avail themselves of leave travel concession separately i.e. at different times, there would be no objection to the advance being drawn separately to the extent admissible.

The advance may be drawn for both the forward and return journeys of the Government servant and/or the members of his family at the time of the commencement of the forward journey, provided the period of leave taken by the Government Servant or period of anticipated absence of the members of the family does not exceed three months or 90 days.

Where the period of leave or the period of anticipated absence exceeds three months or 90 days, the advance can be drawn for the forward journey only.

Where an advance has been drawn for both the forward and the return journeys and later it becomes clear that the period of absence either of the Government servant or of the Government servant's family from the quarters is likely to exceed three months or ninety days, one half of the advance should be refunded to Government forthwith.

Government servants who are their own controlling officers for travelling allowance purposes may sanction the advance to themselves. In case of others, the sanction of the controlling officer concerned would be required.

The Advance in respect of temporary Government servants and their families will be sanctioned subject to the production by them of surety of a permanent Government servant. *See G.R. 57 14-11-64*

The account of an advance drawn for leave travel journeys will be rendered after completion of the journeys in the same way as for an advance of Travelling Allowance on Tour.

The advance will have to be refunded forthwith if the outward journey is not commenced within 15 days of the grant of advance. *L within*

The travelling allowance claim in adjustment of the advance drawn should be preferred within one month of the completion of the return journey.

22. The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of the journey performed by him or his family as the case may be.

A record of all assistance granted under these rules shall be maintained. In the case of gazetted officers, the record shall be maintained by the Accounts Officer concerned. In the case of non-gazetted staff, the record should be in the form of entries in the Service Record or other appropriate Service records and should indicate the dates on which the journey or journeys to "Home" commenced. The authority responsible for the maintenance of service record shall ensure that on every occasion a Government servant proceeds on leave which is entered in his service records, the fact to whether or not he availed of travel assistance under these orders is entered on that record.

24. The following two certificates one from the Controlling Office and the other from the Government servant concerned should be submitted to the Audit authorities along with the bills for leave travel concession.

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

CERTIFIED:-

(i) That Shri/Shrimati/Kumari (name of the Government Servant) _____ has rendered continuous service for one year or more than on the date of commencing the outward journey.

*(ii) That necessary entries as required under para 23 of the Government Resolution, Finance Department No. TRA-1163/2726/V, dated the 23rd October 1963 have been made in the Service Book of Shri/Shri Kumari _____

(Signature and designation of the Controlling Officer).

*(For non-gazetted officers only.).

CERTIFICATE TO BE GIVEN BY A GOVERNMENT SERVANT.

(i) I have not submitted any other claim so far leave travel concession in respect of myself or my family in respect of the block of two years _____ 19 _____ & 19 _____

(ii) I have already drawn Travelling Allowance for the Leave Travel Concession in respect of a Journey performed by me/my wife myself with _____ children. This claim is in respect of the journey performed by my wife/myself with children, none of who travel with the party on the earlier occasion.

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

@(iv) That my husband/wife is not employed in Government Service

That my husband/wife is employed in Government service.

and the concession has not been availed of by him/her separately for herself or for any of the family members for concerned block of time

Signature of the Government servant.

@ (Delete which is not applicable.).

25. The expenditure on account of "Travel concession" should be debited to newly opened detailed head "Travel concessions under the Sub-head "Allowances, Honoraria etc." subordinate to the appropriate Major and Minor heads of accounts.

26. These orders will not apply to persons who are -

- (i) not in the whole time employment of Government.
- (ii) paid from contingencies.
- (iii) eligible for any other form of leave travel concession.
- (iv) All-India Service Officers serving in this state who are entitled to such concession or officers on deputation to this state from the Government of India.
- (v) Staff borne on work-charged establishment.
