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OFFICE MEMORANDUM

Bhubaneswar, the 16th June, 1994.

Sub: Leave Travel Concession (L.T.C.) to visit any place of interest within the territory of India.

Government have had under consideration the question of granting travel concession during leave to Government Employees for journey to any place within the territory of India. After careful consideration, Governor has been pleased to decide that concessions of the nature and to the extent laid down below will be admissible to the employees of the State Government with effect from 1st July, 1994.

2. Nature of Concessions.

The concession will be admissible only once during the service period of a Government servant.

NOTE : Any place in India will cover any place within the territory of India whether it is mainland India or overseas. If there are any local restrictions on visit to places in border areas, it is the responsibility of the Government servant undertaking the visit to fulfil the conditions for visit to the place which is subject to local restrictions.

3. Eligibility :

(i) All Government servants including those appointed on temporary basis, will be eligible for the concession.

(ii) Part-time employees, employees paid out of Office expenses or borne on work-charged establishments will not be eligible for this concession.

(iii) The benefit will not be admissible during the period of suspension or deputation.

(iv) While allowing Government servants to travel on L.T.C., the Controlling Officer/Head of Office should see that not more than 10% of the total staff strength are allowed to avail the benefit at a time. However, this power should be exercised with greater flexibility on public grounds.

(v) The benefit will be admissible only on application made by a Government servant in the prescribed form as in Annexure.

4. Admissibility :

(i) The L.T.C. will be admissible to the Government servant himself and in addition to not more than four dependant family members. The term 'family' shall have the same meaning as given in Rule-14 of the O.T.A. Rules.

Where both husband and wife are Government servants the concession will be admissible to the family on the scale admissible to the husband or wife and not both. In that case one of them will avail the benefit and the other will be treated as a member of the family and will not be entitled to avail the concession for self independently.

(ii) The L.T.C. shall be admissible during leave of any kind not exceeding sixty days including vacation.

(iii) The journey on L.T.C. may be performed by the Government servant and the family members together or separately to the same place or to different places of their choice. When journeys are performed separately, the outward journey of the second batch should commence within six months from the date of commencement of the journey by the first batch.

5. Declaration of place of visit to any place in India :

The intended place of visit shall be declared by the Government servant in advance to his Controlling Officer. The place of visit once declared, shall not be changed under any circumstances.

6. Entitlements :-

(1) Journey by Rail : For travel by train under L.T.C., entitlement to different classes of accommodation shall be as under :

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|--|--|
| (a) Government servants of First Grade. | Second Class A.C., Two tier/
First Class Non A.C. |
| (b) Government servants of Second Grade. | First Class non A.C./
A.C. Chair Car. |
| (c) Government servants of Third Grade and Fourth Grade. | Second Class Sleeper. |

(2) Journey by road : Government's assistance towards the cost of journey between places not connected by rail will be admissible to Government servants as under :-

- (i) Where a public transport system with vehicles running between fixed points at regular intervals and charging fixed rates exists, the assistance is the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

NOTE : Appropriate class means as follows :-

- | | |
|---|--|
| (a) First grade/Second grade Government servants. | By any type of bus including super deluxe, express etc. but excluding air conditioned bus. |
| (b) Third Grade/Fourth Grade Government servants. | By ordinary bus only. The claim for travel by the express bus may also be admitted if, the journey is actually performed such bus on account of non-availability of seats in ordinary bus. |

- (ii) Where a public transport system as aforesaid does not exist, the assistance will be limited to the actual fare paid or double the mileage allowance fixed under Rule-53 of O.T.A. Rules, whichever is less.
- (iii) Notwithstanding anything contained in sub-para(1) or (2), where a Government servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport Services run by other Governments or local bodies, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.

3. Journey by Sea or by Steamer :

For travel by ship/steamer under L.T.C. between places connected by shipping/steamer services, entitlement of different classes of accommodation will be as under :

- (i) First Grade/Second Grade Government Servants. By any type of accommodation.
- (ii) Third Grade/Fourth Grade Government servants. If there be two classes, only the lower class; if there be three classes, the middle/second class; if there be four classes, the third class.

4. Places partly connected by rail.

Where the place of interest and the headquarters are partly connected by rail, the rail route shall be the admissible route and the Government servant can avail other admissible mode of travel for the portion of the distance which is not connected by rail.

Illustration (I) :-

A Government servant when his headquarters is at Rairakhol of Sambalpur district, chooses his place of interest as Badrinath (U.P.); he should avail shortest road journey to the nearest railway point, i.e. at Sambalpur and will undertake train journey till Haridwar, the last railway point. From Haridwar to Badrinath he will again undertake shortest road journey to reach the place of interest.

Illustration (II) :

A Government servant when his headquarters is at Phulbani chooses his place of interest as Port Blair of Andaman and Nicobar Islands; he may undertake shortest road journey to the nearest railway point i.e. Bhubaneswar and will undertake train journey upto Madras and from Madras to Port Blair by ship/steamer by admissible class.

5. Travel between places not connected by any means of transport :

For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony, elephant, camel etc. In such cases, double the mileage allowance will be admissible at the rates specified under Rule-53 of O.T.A. Rules.

Explanation - For the purpose of this paragraph the 'Grade' of the Government servants shall mean Grade as defined in Rule-27 of the O.T.A. Rules.

7. Reimbursement :

Reimbursement under the L.T.C. Scheme shall not cover any incidental expenses and expenditure incurred on local journeys. Reimbursement of expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route between headquarters and place of interest.

8. Grant of advance to avail the concession :

(i) Advance may be granted to Government servant 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 Government would have to reimburse in respect of the cost of the journeys both ways.

(ii) Officers who are their own controlling officers for travelling allowance purposes may sanction the advance to themselves. In case of others, sanction of Controlling Officer concerned would be required.

(iii) The account of advance drawn for journeys on L.T.C. will be rendered after completion of the journey 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 fifteen days of the drawal of advance.

(iv) The claim for reimbursement of travelling allowance in adjustment of the advance drawn should be made within one month of the completion of the return journey.

9. The claim for reimbursement of expenditure incurred on journey under L.T.C. shall be submitted within one month after the completion of the journey whether or not the advance had been drawn for the purpose. The claim shall be made in the form for particulars of journey as in Appendix-14 to O.T.A. Rules alongwith original used train tickets/bus tickets/steamer tickets/ship tickets, as the case may be.

10. The fact of availing L.T.C. shall find place prominently in the Service Book/Service Roll of the Government servant(s) who availed L.T.C. under the Scheme.

Sd/-P.K.Mishra
Principal Secretary to Govern.

: 5 :

Memo No. 21731(500)/F. dated. 16.6.94.

Copy forwarded to All Departments of Government/
All Heads of Departments/Secretary to Governor/Secretary
to Chief Minister/Accountant General (Accounts), Orissa,
Bhubaneswar/Accountant General (Audit), Orissa, Bhubaneswar//
Deputy Accountant General, Puri, Orissa/All Financial Advisers
and Assistant Financial Advisers in Secretariat/All Treasury
Off and Sub-Treasury Officers/All Collectors/Principal,
M.I.A.F., Bhubaneswar/Principal, S.T.I., Bhubaneswar/Director
of Training and Coordination for information.

Sd/-

Deputy Secretary to Government.

Memo No. 21732(120)/F dated. 16.6.94.

Copy forwarded to All Officers/Branches of Finance
Department for information.

Sd/-

Deputy Secretary to Government.

BAI/

A N N E X U R EFORM OF APPLICATION UNDER LEAVE TRAVEL CONCESSION SCHEME
(FOR ORISSA STATE GOVERNMENT EMPLOYEES ONLY).....
PART (A)

1. (a) Name, designation and office of the applicant :
- (b) Date of Birth :
- (c) Date of first entry into Government service :
- (d) Date of entry into present Government service. :
2. Date of application :
3. Present scale of pay :
4. Intended place of visit :
5. Date of commencement of the outward journey (proposed) :
6. Kind of leave to be taken for the purpose and its duration. :
7. No. of accompanying family members:-
 - i) Name of the first family member. :
 - (a) Relationship of the applicant. :
 - (b) Age/date of birth :
 - (c) Whether married or unmarried :
 - (d) Whether a State Govt. servant (details thereof):
 - (e) Monthly income from all sources, if any :
 - (ii) Name of the second family member :-
 - (a) Relationship with the applicant. :
 - (b) Age/date of birth :
 - (c) Whether married or unmarried. :
 - (d) Whether a State Govt. (details thereof) :
 - (iii) Name of the Third family member :-
 - (a) Relationship with the applicant. :
 - (b) Age/Date of birth :
 - (c) Whether married or unmarried.
 - (d) Whether a State Govt. servant (details thereof):

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(iv) Name of the fourth family member :-

- (a) Relationship with the applicant :
- (b) Age/date of birth :
- (c) Whether married or unmarried. :
- (d) Whether a State Govt. servant
(details thereof) :

8. Details of place of visit :

- (a) Place of the visit :
(Please indicate the
State/Union Territory/
District/Police Station/
Town/Muffusil) :
- (b) Mode of journey :
(Rail/Road/other mode
of travel admissible) :
- (c) Appropriate distance
both ways by shortest
direct route. :

9. Total reimbursable estimated cost of journey, both ways.

- (a) Appropriate fare by train :
- (b) Appropriate fare by Road :
- (c) Appropriate fare by
other means of travel :

10. Amount of advance applied for (the application should be made at-least before 45 days of the proposed date of outward journey).

11. Any other relevant information required by the Sanctioning Authority.

Full Signature of the applicant
with date.

PART (B)

D E C L A R A T I O N

- (a) That I am aware of the provisions of L.T.C. Rules of the State Government.
- (b) That while on journey and stay during L.T.C. I shall not claim compensation for loss of property/accident unless otherwise admissible.
- (c) That, with or family members, I will abide by restrictions/orders/requisitions as and when necessary during L.T.C. period.

(d) That my husband/wife being a State Government employees as detailed at Para- above, I undertake that he/she has not availed L.T.C. either for self or for family members hitherto and he/she will not be entitled for the benefit hereafter.

I may be allowed/sanctioned L.T.C. benefits as applied for according to rules in vogue.

Date : _____ Full Signature of the app.
Place : _____

PART (C)
(For Official use only)
ORDERS OF SANCTIONING AUTHORITY

- *1. L.T.C. benefits with advance of Rs.
(in words) sanctioned in favour of Sri/Smt. designation of this establishment on condition that :-
(a) The duration of the L.T.C. is for days from to
(b) At the time of availing the advance now sanctioned the applicant shall submit/furnish date to date travel/ stay programme with address during L.T.C. to D.D.O. to facilitate recalling him to duty in cases of public interest and in extreme exigencies of Government work.
- 2. L.T.C. applied for is rejected on following grounds in public interest.
(a)
(b)
(c)
(Note : Strike out which is not applicable)

Place : _____ Full Signature of the Sanctioning Authority with official designation.
Date : _____

PART (D)
(Receipt to be given to the applicant)
Received the application of Sri/Smt designation of the Office today the 19..... for grant of L.T.C.

Full Signature of the Receiving Officer/date/place/Official