Copy of Office Memorandum No.43/1/55-Ests.(A)-Part II dated the 11th October, 1956 from Government of India, Ministry of Home Affairs to all Ministries of the Government of India, etc. etc.

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Sub:- Travel concession to Government servants during regular leave.

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A proposal to grant some travelling concession to Central Government servants serving at places distant from their homes for journeys to their home during leave has been under consideration of Government for some time. The President has been pleased to decide that assistance to the extent laid down below may be granted to the Government servant in question :-

(1) Except as provided in Sub Clause (2), the concession will be admissible to Central Government servants of all grades and members of All-India Services serving in connection with the affairs of the Central Government once in a period of two calendar years for visiting their homes. It will cover all Government servants and their families as defined in Clause (5) below. The families need not necessarily accompany the Government servants but may precede or follow them during the same calendar year. For purposes of deciding the number of occasions the qualifying journeys made by a Government servant and his family will be viewed as one.

(2) Persons whose "homes" are within a distance of 250 miles from their headquarters will not be allowed the concession.

(3) Those whose "homes" are beyond 250 miles from their headquarters shall themselves meet the entire cost of fares for the initial 250 miles on each of the outward and return journeys. For the remaining distance (over the initial 250 miles) the Government will meet 90 per cent of the actual fares, the balance of 10 per cent being borne by the Government servant. 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 the family. But the assistance admissible will be the amount admissible had the journey been performed between the headquarters and the "home" of the Government servant.

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(4) The term "home" referred to in this Office Memorandum shall be the permanent home town or village 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, for example, parents, brothers, etc.) as the place where he would normally reside but for his absence from such a station for service in Government. Persons "displaced" from territories now part of Pakistan or those who have recently acquired an Indian domicile or those who have not so far declared their homes for any purpose in correspondence with Government, for example, service records, applications for house-building advances, etc., should now make a formal declaration. In every case the declaration should be made to the authority who has been declared to be the Controlling Officer in respect of the Government servant for purposes of travelling allowance claims. It should reach that authority not later than six months from the date of this order or on a date prior to the availing of the concession under this Office Memorandum, whichever is earlier date. In the case of a Government servant on Foreign Service, the period of six months shall 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 shall 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 declaration will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correspondence thereof after calling for such evidence as he may consider necessary.

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 gazetted officers the Controlling Officer shall forward the declarations after due verification to the accounts officer concerned who shall keep them with the officer's History of service.

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(11) 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, the Government's liability for the distance in excess of 250 miles will be restricted to 90 per cent of the fare for the excess distance by the class to which he is entitled and in the latter case, 90 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.

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

(13) For place which are not themselves connected with rail but which are connected with the railway system by road or steamer, unless the road transport or steamer services are owned by the Railway, the concession will be admissible for journeys from and up to the nearest railway station only.

(14) No road mileage will be admissible where only road facilities exist.

2. It is proposed to make arrangements with the Ministry of Railways for the issue of special warrants fc special ticket orders to enable the Government servants and their families to whom these concession are admissible to purchase railway tickets for the journeys at concessional rates. Details of the procedure for the purpose are under consideration separately and further instructions will issue. In the meanwhile, Government servants will be reimbursed 90 per cent of the railway fare they have paid for themselves and their families after paying the full fare for the first 250 miles of the journey on presentation of claims in T.A. bill forms on the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than that for which reimbursement of fare is claimed. The Government servants should inform the

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

(5) The term "family" shall have the same meaning as given in Supplementary Rule 2(8) (as amended from time to time) or other corresponding rule applicable to the Government servant for purposes of travelling allowance on transfer, where the wife 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.

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

(7) The concession will be admissible only in the case of journeys performed by the Government servant during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay or extraordinary leave and not in the case of journeys performed during casual leave. The period of the leave taken should not be less than 15 days. In the case of a Government servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

(8) 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.

(9) If the leave applied for by a Government servant is refused in writing by the authority competent to sanction the same in the interest of public service and if it is also certified by that authority that leave cannot be granted at any time during that calendar year, the concession may be granted in respect of the family of the Government servant during that year. In that case, the concession will be deemed to have lapsed for that purpose so far as the Government servant himself is concerned.

(10) The concession is restricted to journey by rail within India.

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Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey, for example, serial numbers of railway tickets, cash receipts, etc.

3. A record of all assistance granted under these orders shall be suitably 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 book or other appropriate service records and should indicate the date or dates on which the journey or journeys to the "home" commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a Government servant proceeds on leave which is entered in that record, the fact whether or not he availed of the travel assistance under these orders is indicated.

4. These orders will not apply to persons who are :

i) not in the whole time employment of Government;

ii) paid from contingencies;

iii) borne on work-charged establishment;

iv) industrial employees;

v) employed in the Railways;

vi) members of the Armed Forces; or

vii) eligible for any other form of leave travel concession.

5. The orders contained in this Office Memorandum shall take effect from the date of their issue and will cover journeys commenced on or after that date.

6. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General.

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