No.43/10/58-Ests(A).
Government of India.
Ministry of Home Affairs.

New Delhi-1, the 11th April, 1958.
21st Caitra 1880

OFFICE MEMORANDUM.

Subject:-Travel concession to Government servants during regular leave - Further clarification of order regarding -

The undersigned is directed to refer to this Ministry's Office Memorandum No.43/1/55-Ests(A)-Part.II, dated the 11th October, 1956 and subsequent clarificatory Office Memorandums No.43/5/57-Ests(A), dated the 4th September, 1957 and 11th February, 1958, on the subject noted above, and to communicate the following further clarifications and decisions for the information and guidance of all concerned.

(a): Para 1(2) of Office Memorandum dated the 11th October 1956: If, for the entire leave travel journey, or a part thereof, a Government servant has to pay railway fare on the basis of an assumed or weighted mileage (as for example, on the Kalka-Simla Section) or at inflated rates (as for example, on the Siliguri-Darjeeling section) and if the fare for the total distance travelled by rail (including the fare on the basis of assumed or weighted mileage or at inflated rates, as the case may be) be more than the fare for 250 miles at ordinary rates, the Government servant concerned will be entitled to the travel concession, ~~irrespective of the actual concession,~~ irrespective of the actual distance between his headquarters and his home town. In such a case, the amount re-imbursable by the Government to the Government servant in respect of each journey will be nine-tenth of the difference between -

(i) the cost of actual railway fare (inclusive of the passenger tax) from the railway station nearest to his headquarters to his home town.

and

(ii) the cost of the railway fare (inclusive of the passenger tax) at ordinary rates to a point 250 miles from the railway station nearest to his headquarters for both the outward and return journeys.

(b): Para 1(6) of Office Memorandum dated the 11th October, 1956: The condition of one year's continuous service on the date of the journey for admissibility of the leave travel concession is applicable equally to permanent Government servants and probationers as well as to temporary and officiating employees.

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(c): Para .1(7) of Office Memorandum dated the 11th October, 1956: The present minimum limit of 15 days' regular leave for admissibility of the leave travel concession can be relaxed by the Ministries or Heads of Departments at their discretion in cases where they consider and certify in writing that it is necessary in the public interest to curtail the leave of the Government servant to a period less than 15 days.

The leave travel concession will also be admissible during maternity leave.

(d): In partial modification of the previous instructions contained in paragraphs 1(1), 1(8) and 1(9) of Ministry of Home Affairs Office Memorandum No.43/1/55-Ests(A)-Part II, dated the 11th October, 1956 and paragraph 2(i) of Office Memorandum No.43/5/57-Ests(A), dated the 4th September, 1957, regarding journey by the family members of a Government servant, it has been decided that the Government servant and his family members 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 family members 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 onward journey and the concession will be counted against the block in which the outward journey commenced. The condition of six months may be relaxed in special cases by administrative Ministries, or by the Comptroller & Auditor General in the case of the staff of the Indian Audit and Accounts Department, at their discretion. The members of the family of a Government servant will, however, be regarded as a single entity and should travel together. Where they travel in different groups, at different times, reimbursement will be admissible in respect of only one such group as the Government servant may choose.

The restrictive provisions in this paragraph (viz. that the family should perform the return journey within six months of the outward journey and that they should travel together) will take effect only from the date of issue of this order.

(e): 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 that one year. Where the initial contract is for one year but is 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(d) of this Ministry's Office Memorandum No.43/5/57-Ests(A), dated 4th September, 1957.

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Re-employed officers will be eligible for the concession on completion of one year's continuous service and subject to the conditions laid down in para.2(d) of this Ministry's Office Memorandum No.43/5/57-Ests(A), dated the 4th September 1957. 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 officer, had he not retired but had continued as a serving officer).

For instance, if the officer avails of the concession in February 1958, retires in March 1958, and is re-employed immediately thereafter, he should not get a further concession till the expiry of the block of two years 1958-59, i.e. till 31st December, 1959. He may be allowed the concession in the next block of two years, 1960-61, if the period of re-employed service extends beyond 31st December, 1959 and is not likely to end before the expiry of the Block 1960-61.

(f): When a 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 miles, for example, partly by II Class to which he is entitled and partly by III Class, the 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 1100 miles and that by the shortest route is 1000 miles and if the Government servant concerned has travelled the initial 800 miles by III Class and the remaining 300 miles by II Class, Government's share of reimbursement of the expenditure incurred in this case should be as follows:

i) Mileage for which III Class fare will be admissible -

$$\frac{\text{Distance actually travelled by III Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route} = \frac{800}{1100} \times 1000 = 727 \text{ miles (roundly).}$$

ii) Mileage for which II Class fare will be admissible -

$$\frac{\text{Distance actually travelled by II Class}}{\text{Total distance by the longer route.}} \times \text{Total distance by the shortest route} = \frac{300}{1100} \times 1000 = 273 \text{ miles (roundly).}$$

Since the entire cost of fares for the initial 250 miles is to be met by the Government servant, the Government's share for re-imbursement will be 9/10th of [III Class fare for (727-250=477) miles plus 9/10th of II Class fare for 273 miles]

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2. In so far as the personnel serving in the In Audit & Accounts Department are concerned, these orde have been issued after consultation with the Comptrol Auditor General.

P. Sitaraman

(P. Sitaraman)
Deputy Secretary to the Govt. of Indi
Tele. No.32236.

To

(d):

*Usual No. of s/cs, will follow in 3 weeks' time

1. *All Ministries of the Government of India inc Ministry of Finance(Defence) (Revenue) Divisions and th Department of Economic Affairs; C & I.(Department of C.I the Branch Secretariat of the Minister for Minority Af No.14, Theatre Road, Calcutta-16; Department of Parliam Affairs; Cabinet Secretariat; Cabinet Secretariat (O&M I South Block; Prime Minister's Secretariat; Partition Se Lok Sabha Secretariat; Rajya Sabha Secretariat; Directo Intelligence Bureau; Directorate General Resettlement & Employment; Director General, Posts & Telegraphs; Direct Co-ordination (Police Wireless); Director, Secretariat T School; Principal, Indian Administrative Service Trainin School, Delhi/Grand Hotel, Simla; Commandant, Central Po Training College, Mount Abu; Inspector General Special P Establishment; Registrar General, India; U.P.S.C.; Elect Commission; Military Secretary/Secretary to the Presiden Establishment Officer to the Government of India; Comptr Auditor General of India; Planning Commission; Planning Commission (Programme Evaluation Orgn.) Supreme Court; C ioner for Sch. Castes/Tribes; Pay Commission; Department Atomic Energy, Appolo Pier Road, Bombay 1; Commandant Na Fire Service Training College, Nagpur; Ministry of Finan (Rehabilitation Division), 8 Theatre Road, Calcutta-16; Commandant, Central Emergency Relief Training Institute I I.G. Central Reserve Police, Delhi; Ministry of Rehabili (Branch Sectt) 8, Theatre Road, Calcutta. Commissioner fo Linguistic Minorities, Allahabad.

2. All Administrations in Union Territories.

3. All Officers and Sections in Ministry of Home Af and Attached and Subordinate Offices.

4. All Accountants General.

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5. Est IV Finance Ministry (20 spare copies).

DP/11/4/58.