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(1) These rules may be called the Leave Travel Concession Regulations, 1988. (2) They shall enter into force on the date of their publication in the Official Gazette. (3) Without prejudice to the provisions of sub-governmental (4), these rules shall apply to all persons – (i) who are designated for the services and posts of the public authority, including civil governmental officials in the Defence Services in relation to Union matters; (ii) that they are employed under a State Government and are in line with the Central Government; (iii) be appointed by contract; and (iv) rehired after retirement. (4) These rules shall not apply to – (a) government officials who are not in full employment; (b) persons in informal and daily employment; (c) persons paid for contingencies; (d) Railway officials; (e) members of the Armed Forces; (f) local recruits on Indian missions abroad; and (g) persons eligible for any other form of travel concession available during the license or otherwise. (1) In the case of persons belonging to categories referred to in clauses (ii), (iii) and (iv) of sub-rule (3) of Rule 1, licence travel concessions shall be admissible at the end of one year of continuous service under the Central Government and provided that it is certified by the competent administrative authority that the employee concerned may continue to serve under the Central Government for a period of at least two years in the case of of the Hometown Holiday Concession and at least four years in the case of licensing travel anywhere in India to be counted from the date on which it joins the post under the Central Government. (2) In the case of contract-designated officials, where the initial contract is for one year but is subsequently extended, the total duration of the contract shall be taken into account for the purposes of the granting of licence travel. (3) In the case of persons employed on a re-employed basis, immediately after relentless retirement, the period of re-employment shall be deemed to be continuous with the previous service for the purpose of granting licence travel and the permitted concession for the period of return, provided that the granting of a leave of travel would have been admissible for the employee if he had not retired, but would have continued as an official in service. Illustration: – If an officer has resorted to the concession to visit anywhere in India with respect to a block four years before his retirement and is replaced without any rest, he cannot make use of this concession until the expiration of the particular four-year block. Granting a license trip to the government's own servant and his family. In these Rules, unless the context requires otherwise, (a) a place in India shall cover any place within the territory of India, whether in mainland India or abroad; foreign; officer means an officer declared as such under Additional Rule 191; (c) The Disciplinary Authority shall have the same meaning as that assigned in clause (g) of Rule 2 of the Central Civil Services (Classification, Control and Appeal) Regulations, 1965; (d) Family: (i) the wife or husband of the government servant, as the case may be, and two unmarried sons or stepchildren who survived wholly dependent on the government server, regardless of whether they reside in the government official or not; (ii) married daughters who have been divorced, abandoned or separated from their widowed husbands and daughters and reside in the government official and are wholly dependent on the government official; (iii) parents who reside with the government official and are wholly dependent on the official; (iv) unmarried younger siblings, as well as single, divorced, abandoned, separated from their widowed husbands or sisters who reside and are wholly dependent on the servant of the Government, provided that their parents are not alive or are themselves totally dependent on the government servant. EXPLANATIONS: 1. The restriction of the concession on only two surviving children or stepchildren shall not apply to: (i) employees who already have more than two children before the entry into force of this restriction, i.e. 20.10.1997; (ii) children born within one year of the entry into force of this restriction; (iii) when the number of children exceeds two as a result of the second birth, resulting in multiple births. 2. No more than one wife is included in the term Family for the purposes of these Rules. However, if a government official has two legally outdated wives and the second marriage is with specific government permission, the second wife will also be included in the Family definition. 3. Although it is not necessary for the spouse and children to reside with the government server in order to qualify for the License Travel Concession, the concession in its cases shall, however, be limited to the actual distance travelled or to the distance between the seat/place of travel of the government official and the hometown/place of visit, whichever is less. 4. Children of divorced, abandoned, separated from their widowed husbands or sisters are not included in the term Family. 5. A family member whose income from all sources, including pension, temporary increase in pension, but excluding support for pension or stipend shortages, etc., does not exceed 1500 rupee.m. is considered fully dependent on the government server. (e) hometown: the city, village or any other place declared as such by the government server and accepted by the control officer; (f) The shortest direct route will have the meaning in Additional Rule 30 and orders onwards from time to time. Governor of India Decision (1) LTC to a newlywed husband of a government official. When a government maid proceeds to her hometown, taking advantage of the License Travel Concession and marries in her hometown, LTC may also be the husband of the government servant for her journey from her hometown to the headquarters of the government maid. [OM No. 48/2/65-Ests. (A), dated 2.4.1965] (2) With regard to the recommendations of the Task Group, the Government has decided that the current LTC Scheme for Central Government officials, as amended from time to time, will be amended to the extent indicated below with immediate progress due to LTC may be sanctioned by the Head of the Office instead of the control officer. (ii) Where the supervisory authority exercises the shortest route by which travel is required due to accidents or other causes, the authority to grant reimbursement for the actual route travelled may be exercised by the Supervisory Authority, rather than the Department of Personnel and Administrative Reforms in consultation with the Ministry of Finance (Department of Expenses) as at present. (iv) *** (v) *** (vi) LTC will visit your hometown in a two-year block and anywhere in India once in four years will be allowed both ways during the preparation of the retirement leave, provided that the return trip is completed before the expiration of the preparatory leave until retirement. [MHA OM No 31011/1/77-Ests. (A) dated 1.10.1977] (3) What is the scope of the expression anywhere in India? The term anywhere in India will encompass anywhere within the territory of India, whether on the mainland, or abroad. If there are local restrictions on visits to places in border areas, it is the responsibility of the government server making the visit to comply with the conditions of visit to places that are subject to local restrictions. (4) Condition of residing with respect to spouse and children. It has been decided that in cases where the government server has left its spouse and children in charge in a location other than its Headquarters, LTC may be allowed with respect to them from the place of your residence to hometown in a block of 2 years or anywhere in India in a 4-year block, as the case may be, but the refund should in no case exceed the actual distance travelled by the family or the distance between the headquarters/place of publication of the government official and the visited place/hometown, whichever is less. For other members falling within the family definition, existing conditions and restrictions will remain in effect. [DOPT OM No. 31011/14/86-Est.(A), 8.5.1987] The hometown once declared and accepted by the control officer will be treated as final. In exceptional circumstances, the or if the government official himself is the Head of the Department, the Administrative Ministry, may authorize a change in such a declaration provided that such change is not made more than once during the service of a government official. Government of the Indian Decisions (1) Occasionally consultations have been received on how exactly the city of origin should be determined. The conditions of ownership and permanent residence of relatives set out in paragraph 1 (4) of the Memorandum of the Office of the Ministry of 11 October 1956 are illustrative only and not exhaustive for determining the hometown. The correct evidence to determine whether a place declared by a government server can be accepted as your hometown or not is to check if it is the place where the government official would normally reside, but because of your absence from that station for service under government. Therefore, the criteria mentioned below can be applied to determine whether the government official's statement can be accepted- (i) If the place declared by the government server requires its physical presence at intervals to meet various domestic and social obligations, and if so, either after its entry into service, the government official had been visiting that place frequently. (ii) If the government official owns a residential property there or if he is a member of a joint family that has such property there. (iii) If your close relationships reside there. (iv) If, prior to his entry into government service, the government official had been living there for a few years. NOTE.- The criteria, one after the other, should only be applied in cases where the immediately above criterion is not met. Where the government official or family of which he is a member owns residential property or disembarks in more than one place, it is for the government official to decide to state the same, provided that the decision of the control officer, whether or not to accept such a place as the hometown of the government official shall be final. Where the presence of close

relationships in a given place is the determining criterion for the acceptance of the declaration of 'hometown', the presence of close relationships must be more or less permanent in nature. 2. In view of the revised comprehensive definition of city of origin, it has been decided to give more opportunity to declare again the cities of origin within a time limit (i.e. by 31 October 1958) to all those who might be affected by the revised definition (e.g. whose earlier declarations were rejected but who would now be eligible to declare places like their hometowns as their home families, or who would like to be affected by a change in the light of the revised criteria). This new statement after by the Control Officer will be treated as the first declaration and not as a change of declaration in terms of paragraph 1 (4) of Memorandum No 43/1/56-Estt of the Office of this Ministry. Part II, dated October 11, 1956. 3. However, government officials who, due to the revised definition, are now eligible for licensed travel, will only be eligible for concessions beginning with that relating to Block 1958-59. (MHA OM No. 43/1/57-Ests. (A) dated 24.6.1958) Where it is proposed that the Government official shall declare before his control officer the place of visit planned to visit any place in India, the Government official shall declare in advance the planned place of visitation. The declared place of visit may be changed before the start of the trip with the approval of its control officer, but cannot be changed after the start of the trip, except in exceptional circumstances where it is established that the request for change could not be made before the start of the trip due to circumstances beyond the control of the servant of the Government. This relaxation can be made by the Administrative Ministry/Department or by the Head of the Department, as the case may be. (1) The granting of travel holidays shall be admissible only for persons of the categories specified in clauses (i) and (iii) of Sub-processing (3) of Rule 1, if they have completed one year of continuous service within the Central Government on the date of travel made by him or his family, as the case may be, to make use of the concession. (2) The granting of travel holidays shall be admissible during any period of leave, including casual holidays and special casual holidays. Decision of the Government of India (1) *** In all cases the journey should be to the home and back, but it does not necessarily have to start or end at the headquarters of the government server, either in its own case or in the case of the family. However, eligible assistance shall be the permissible amount for the actual distance travelled, limited to the amount that would have been permissible if the trip had taken place between the headquarters and the home of the government server. In the case of a public servant serving in a holiday apartment, holidays shall be considered regular holidays for the purposes of this concession. The type of rail accommodation to which a government official and his/her family will be entitled is the class to which they are entitled under normal rules at the time of travel.*** Government officials must inform the control officer before travel under this scheme is undertaken. They must also provide evidence that they have actually performed the for example, the serial numbers of etc. A record of all assistance granted under these orders shall be kept appropriately. In the case of eye officers, the register shall be maintained by the Account Officer concerned. In the case of unconsulted personnel, registration must be in the form of service book entries or other appropriate service records and must indicate the date or dates on which the journey or travel to the initiated home began. The authority responsible for maintaining the service record shall ensure that, on all occasions, a licensed government official listed in that register is indicated whether or not travel assistance has been hosted under such orders. [MHA OM No. 43/1/55-Estt. (A) –Part II of 11.10.56] (2) LTC inadmissible at the time of resignation The grant will not, however, be admissible for a Government official who comes on regular leave and then resigns from his post without returning to duty. (3) LTC to your hometown outside India A government server declaring, to the satisfaction of the Control Officer, that your hometown is outside India, will also be entitled to the granting of a licensed trip to visit your hometown. Government assistance in such a case shall be limited to the part of travel fares (i) to and from the train station (by the shortest route) closest to the hometown or (ii) the train station for the nearest boarding/disembarkation port in India. The nearest port term for this purpose means the port in India closest to the government server's hometown. The family may make a separate trip when a government servant and his family travel separately, there is no objection to them filing separate claims. In each case, however, the claim must be for both external and inward travel.*** [MHA O.M. No. 43/5/7-Ests. (A) dated 4.9.1957] (4) An officer who is his or her own Control Officer for the purposes of the travel allowance must make the initial or subsequent declaration of his hometown to his or her next senior administrative authority for acceptance. This procedure shall also be followed in cases where statements have already been sent directly to the accounting officers concerned by officials who are their own control officers. However, the Contraloria and Auditor-General and the Secretaries of the Government shall communicate the initial declaration of the cities of change, as well as any subsequent declaration of amendment therein directly to the account officials concerned. [MHA OM No. 43/5/7-Ests. (A) dated 11.2.1958] (5.) LTC's right in special cases The travel concession shall be admissible to members of the government server family with reference to existing at the time of travel on time and back independently. The following types of cases are given through illustrations:- I. Entitled to reimbursement travel only: (i) A dependent son/daughter who gets a job or gets married after going to his hometown or staying there to prosecute the studies. (ii) The family that has made the trip to their hometown has no intention of completing the return journey from their hometown, provided that the government server renounces in writing the concession with respect to the return trip if it is made by family members at a later date. II. Entitled to reimbursement only for the return trip: (i) A newlywed wife who comes from her hometown to central station or a wife who has been living for a long time in her hometown and has not made use of the one-way travel concession. (ii) A dependent son/daughter who returns to his or her parents or comes from his hometown, where he has been processing studies or living with grandparents, etc. (iii) A child who was previously under five/twelve years of age but has completed five/twelve years of age only at the time of the return trip. (iv) A child legally adopted by a government servant while staying in the hometown. [MHA OM No. 43/10/58-Ests. (A), dated 11.12.1958] (6.) LTC to industrial and work-laden personnel: Industrial and work-dependent personnel entitled to regular leave will also be eligible to make use of the License Travel Concession in the same way as other Central Government employees. The first block in your case would be 1960-61. *** [MHA OM No. 6/7/59-Ests. (A), dated 15.6.1960] (7) LTC in combination with the transfer/travel TA regularization mode. Typically, the following types of cases are likely to arise when a government server combines an LTC trip with one by transfer or tour:- (i) Leave the travel concession in combination with the transfer-trip. An officer who goes to his hometown on a regular license from the transfer to the new headquarters. (ii) Leave the travel concession in combination with the tourist trip:- (a) An officer who proceeds with the appropriate prior permission to the hometown on regular leave from a tourist station and returns to the direct headquarters from his hometown; and (b) an officer who deserts to a tourist station from his hometown with prior permission and returns to his headquarters. It has been decided that the combined claims in such cases should be regulated as follows, point (a) In the cases of paragraph (i) above, the official may be authorized as his minimum assignment of transfer of rights travel under SR 124 or SR 126, as the case may be. In addition, you may be allowed to grant outbound travel under the rules to the extent that the distance from the former headquarters to the hometown and from your hometown to the new headquarters exceeds the distance for which the transport allowance is permissible. However, in cases where the distance for which Leave Travel Concession is open to the government server, it cannot make use of the License Travel Concession at all, being to make use of it on some other occasion within the locking period, subject to other conditions being met. The option must be exercised with respect to yourself and family members at the time of preferring the transfer travel subsidy application. Where Leave Travel Concession is not used, the advance of Leave Travel Concession, if any, taken by the government server must be adjusted with respect to its right of travel assignment. (b) In the case of category (ii) (a) above, travel assignment may be allowed as on the journey during the journey from the venue to the tourist station from which the government server proceeds to the hometown and leave the travel concession for the travel station to the hometown and back to the headquarters considering the travel station as the starting point for the subsequent journey. The limitation contained in paragraph 1 (3) of the Ministry of the Interior, Office Memorandum No. 43/1/55-Ests. (A)- Part II, dated 11 October 1956, shall apply when calculating the quantity of the Allowable Travel Concession Permit. (c) In the case of the category of subparagraph (ii)(b) above, eligible travel concessions may be admissible under the rules from headquarters to the hometown and travel assignment such as on the journey from your hometown to the tourist station and back to headquarters. In the cases covered by paragraph (ii) of the provisions of the Ministry of Finance, Memorandum of Office No. F. 5 (44)-E.IV/48, dated 23 April 1948 (as follows), must be fulfilled. Om extract dated 23.4.1948, mentioned above. It has come to be noted that cases of transfer of charge from one office elsewhere that are becoming somewhat more frequent than normal at headquarters. In the circumstances, it has been decided that in order to ensure the prevention of any possible abuse of the spirit of the standards, the object will be fulfilled, given that the orders in all such cases are issued by an official who is not below the rank of Joint Secretary of a Ministry of Government of India or embody the fact that their approval has been given. (MHA OM No. F.43/15/59-Ests. (A), dated 19.7.1960) (8) LTC to Indian-based officers serving in Missions/Foreign Posts of India Cases of Indian-based officers and staff members serving in Indian missions/posts abroad when they come to India with home permits or home permits, officers who go home and return to their former posts after the expiry of the licence shall be divided into the following three rates for the purposes of LTC:- (i). (ii) (a) Officers who come home to a post in India. B who go home to a post outside India. (iii) Officers who come on leave-transfer to a position in another foreign country. For the first category, the landing port in India on the approved route will be considered as the starting point for the start of the licensing trip to the and the reimbursement allowed on a par with the admissible to Indian employees. (a) With regard to the status of officers in subparagraph (ii)(a) above, the journey will take place from the port of disembarkation in India to the new Headquarters through the hometown. The officer may be allowed as his minimum right transfer travel allowance under the IFS Rules, 1954, as a change from time to time. In addition, travel may be allowed under the rules in so far as the distance from the landing port to hometown and from your hometown to the new headquarters exceeds the distance from which the transfer assignment is allowed ***. (For officers whose home cities are en route on the journey from the landing port to the new headquarters, or if the distance for which the outbound travel concession would be admissible as before is negligible, it will be preferable to claim the transfer travel allowance only.) (b) With regard to the status of officers in subparagraph (b) above, the journey will take place from India's headquarters to the port of embarkation in India through the hometown. The officer may be allowed as his minimum travel permit assignment under the IFS Rules, 1954, as modified from time to time. In addition, travel may be allowed under the rules to the extent that the distance from India headquarters to its hometown and from its hometown to the port of embarkation in India exceeds the distance for which the transfer allowance per trip is permissible. (For officers whose cities of origin are directed to travel from headquarters in India to the port of embarkation, or in cases where the distance for which departure travel concessions would be admissible as indicated above is negligible, it will be preferable to claim the travel transfer allowance only.) The third category of officials may be permitted as your minimum TA transfer right under the IFS Rules, 1954, as a change from time to time. In addition, the granting of departure travel may be allowed under the rules to the extent that the distance from the port of disembarkation to hometown and from your hometown to the port of embarkation exceeds the distance for which the transfer trip allowance is admissible.*** (For officers whose hometowns are en route from the port of disembarkation to the port of embarkation, or in the event that the distance, for which Leave Travel Concession would be admissible as indicated above, it would be negligible to claim the transfer travel allowance along and the granting of a licence trip will not be admissible.) (MHA Letter No. 43/7/59-Ests. (A), dated 6.7.1959) (9) officials of autonomous bodies delegated to the Central Government. Officials of autonomous bodies delegated to the Central Government will be treated as temporary government officials during the period of their deputation with the Central Government and will allow the Licensing of Licence Travel (MHA Letter No. 43/6/59-Ests. (A), dated 24.7.1959) (10) LTC within India to indigenous Aid Mission personnel in Nepal and other personnel sent to Nepal under the Indian Aid Programme. The starting/end point of the round trip in India in order to leave the travel concession with respect to the staff will be the nearest train station in India to the place of travel of staff in Nepal from which they actually begin their round trips/complete their return journeys. When the officer comes to India at home, the journey will take place from the place of entry into India to the new headquarters through the hometown. For travel from the place of entry to the city of origin, Leave Travel Concession would be admissible and for the journey from the home city to the headquarters, the TA transfer restricted to what would be permissible if the trip had taken place directly from the place of entry in India to the headquarters. (For officers whose cities of origin are on their way on the journey from the place of entry in India to the new headquarters, it would be preferable to claim only the transfer of TA along and no licence travel concession will therefore be admissible.) (MHA Letter No. 43/7/59-Ests. (A), dated 10.9.1959 and 31011/8/78-Ests. (A), dated 14.3.1980) (11) LTC to the officers of All Indian Services. They or their family members shall not have the right to make use of the concessions of a particular bloc, if they or their family members had taken over the State Government's concessions for that bloc before being sent to service in relation to Union affairs. Similarly, in the event of a reversal to the Government of the State, they shall not be entitled to the concession during a given block period, if concessions had been made for that bloc, while the official was serving in relation to Union affairs. The costs incurred as a result of the licence travel concessions by such officials and/or their families during the period of their de provinciality with the Centre shall be borne by the Central Government and the costs in concessions obtained by these officials during the period of their deputation to the Centre, but not in charge of that period, shall be borne by the State Government concerned. (MHA OM No. 16/1/69-AIS(II), 15.7.1969) (12) LTC admissibility to Central Government officials who presented the most important positions in public sector enterprises, etc. Members may have the option of choosing the Eligible License Travel Concession for the relevant employees of Public Sector Enterprises or under the Central Government Rules, whichever is more favourable to them. However, an official Central Government delegated to a Public Sector Company would not have the right to make use of the LTC of the Public Sector Company concerned for himself and/or his family to two-year block duration, if he and/or his family, as the case may be, had already resorted to the concession under the Central Government. during the block; and in reversal if the central government employee and/or his family have resorted to LTC under the rules of the Public Sector Company in question, he would not be entitled to LTC under the Central Government for the duration of the bloc in which he had already made use of this concession. There may also be cases where a government server exercises the option to make use of the LTC in accordance with Public Sector Companies rules, but cannot actually make use of the concession for the duration of service in the Enterprises. In such a case, in reversal at the service of the Government, the government server and his family should have the right to make use of the concession for a particular bloc only under the Rules of Central Government. (DPAR OM No. 43/2/60-Ests. (A), dated 7.7.1971) (13) Refund of Additional Special Charges for Super Fast Express Train Travel. Doubts have been expressed as to whether the Special Supplemental Charges charged by the Railways for travelling by Super Fast Express trains in booked accommodation could be refunded in connection with travel in the License Travel Concession. In the light of the provisions of the Ministry of Finance (Department of Expenditure), OM No. 19023/2/73-E.IV(B), dated 6 August 1973 (not reproduced), under which such special supplementary fees could be reimbursed for transfer travel, it is hereby clarified that such charges may also be reimbursed in connection with travel on Leave Travel Concession.*** In cases where the trip for which the Travel License claim is preferred is otherwise made than by rail between the places connected by rail and the claim is limited to the amount that would have been admissible if the trip had been made by rail, the amount to be refunded will not include the Special Supplemental Charges. (DPAR OM No. 43/4/73-Ests. (A), dated 7.6.1974) (14) LTC to Central Government officials arising from positions other than senior positions in public sector enterprises. Members of posts, other than the main posts, in public enterprises may have the option of choosing licence travel concessions as admissible for the corresponding employees of public sector undertakings or as admissible under the Central Government Regulations, whichever is more favourable to them. The question has arisen as to whether a new option can be allowed in a case where the rules on the granting of licence travel are reviewed by the Company concerned after the government official has joined it in the debutant and exercised its option with regard to the above-mentioned Office Memorandum of 7.7.1971. It is clarified that a new option can also be allowed in such cases. (DPAR OM No. 43/5/74-Ests. (A), dated 16.1.1976) (15) LTC to suspended officials. A question has been asked LTC is admissible during the suspension period. It is clarified that a suspended government official cannot make use of LTC, as he cannot obtain any licenses, including casual leave during the suspension period. While still in service during the suspension period, family members are entitled to LTC. (Service Manual of All India, Fifth Edition, Part I, page 233) (16) LTC employees to those of the Central Government were presented to top-tier positions in public sector enterprises. The undersigned is intended to refer to paragraph 3(v) of the OM No of this Department. F. 1 (3)-Est-(P-II)/80, dated 27.7.1981 (not reproduced), which, inter alia, provides that as long as he is a member of a public sector undertaking, an employee of the Central Government shall be allowed to grant eligible concessions to the corresponding employees of the Company. Now it has been represented that while under the Central Government. When a Central Government employee is delegated to a high-level position at a Public Sector Company, where LTC is unavailable, he will then be eligible for the LTC as in the case of other Central Government employees, provided that the provision for eligibility has been incorporated into orders that place the employee on foreign service with the Company in question. In public sector enterprises where the concession is available, employees of the Government of the Provincial Council will only be entitled to such concessions. As regards Central Government employees who already provide services abroad with undertakings, where the concession is not available, measures may be taken in consultation with the Undertakings concerned to adequately amend the terms and conditions of their debutant in order to qualify for the concession. However, the undertaking concerned shall be charged the cost of the concession in all such cases. (DOPT OM No. 2 (16)-Est. (P-II)/82, dated 6.3.1984) (17) LTC to Central Government employees while in 'Study permit'. The granting of a licence is permissible for Central Government employees while on a study license. In such cases, the claim must be regulated as inferior to To itself. The government server may make use of LTC from the place of study license anywhere in India/hometown, provided that the refund of the fare is limited to the permissible fare to travel between its central station to any place in India/hometown or actual expenses, whichever is less; (b) For family members: (i) When family members stay with the Government server at the place of their study license : The refund shall be as indicated in (a) above; (ii) do not stay at the place of the study license: The refund will be as in the normal terms and conditions of the LTC Scheme. (DOPT OM No. 31011/1/88-Ests. (A), dated 30.3.1988) (18) LTC when both husband and wife government officials and reside together. According to the definition of a family in Article 4, which applies, in particular, to travel for the purposes of the admissibility of the LTC, the family of a Government official includes the wife or husband, as the case may be, residing in the government official and children residing on the Government server and wholly dependent on the Government. In addition, it includes parents, sisters and younger siblings, if they reside with and depend entirely on the government's maid. According to the existing position where both husband and wife are servants of the government and reside together, they constitute a family unit for the purposes of LTC and only one of them can claim this concession and the other spouse travels as a member of his family. In such a case, government officials are required to make a joint declaration of a common hometown, which may be the hometown of either spouse or a third place. Therefore, the spouse who uses the LTC as a family member of the other would not be able to claim separate benefit for their own dependent parents or younger brothers and sisters, even if they resided with him/her. On the other hand, when a couple, both are servants of the Government, reside separately they can claim the benefit of LTC individually for their dependent parents, younger brothers and sisters and also declare two separate places as their respective hometowns. Therefore, husband and wife when they are both government employees and remain together suffer from certain disadvantages to the extent that they have to declare the common hometown and only one of them can claim LTC's benefit. The matter has been discussed in consultation with the Ministry of Finance (Department of Expenses) and it has been decided that where both husband and wife are government officials, at their option, may choose to declare a separate hometown and both may claim the concession separately in accordance with the normal provisions of the CCS Rules (LTC) with respect to members of their respective families, provided that if the husband or wife makes use of the facility as a family member of the other, he or she will not be entitled to claim the concession on their own independently. Similarly, children will be eligible for benefit in a particular bloc as family members of a parent only. All other eligibility requirements of the LTC shall continue to apply in accordance with the normal provisions of the scheme. The above decision shall apply to travel made to make use of the LTC against blocking years 1990-91 onwards. (DOPT OM No. 31011/8/89-Est.(A), dated 8.5.1990) (19) LTC facilities for an accompanying a single disabled government official. It has been decided that LTC's ease could be allowed for an escort accompanying a disabled government official on the journey conditions:- (i) On each occasion, prior approval is obtained from the Head of the Department concerned. (ii) The nature of the physical disability of the Government server is such that it requires an escort for the trip. In case of doubt, the decision of the Head of the Department will be final. (3) The government official with physical disabilities does not have an adult family member. (4) The Government server and the escort are provided to the concession, if any, at the rail/bus fare which could be extended by the State railway/road authorities in such cases. (5) Any other person entitled to LTC does not accompany the disabled government official on the journey. (DOPT OM No. 31011/4/91-Estt. (A) dated 9.7.91) (20) LTC when an officer is a delegate for training in India or abroad. (i) In the event that the officer is a delegate for training, the training site automatically becomes the seat of the Government's server and such cases do not present any difficulty in deciding the admissibility of the LTC to the government official himself and the family members. (ii) Normally, the seat of a delegated Government official for training, whether in India or abroad, remains where it proceeds to training, unless, in accordance with the provisions of SR 59, the competent authority changes its headquarters during the training period in order to travel on a journey. Where the competent authority changes its headquarters under SR 59, the new headquarters shall also be counted for the purposes of the LTC. If no change of venue is made with respect to those who are delegates for training in India, the apprentices are treated as on tour from their original headquarters and are punished travel allowance as on the journey by the competent authority under SR 164. In such cases, if the Government official is regularly licensed from the training station and wishes to make use of the LTC, the concession must be permitted with respect to the Government official himself for travel from the training site to the hometown and back to the training site or headquarters at the expiry of the regular leave, as the case may be. As far as family members are concerned, the starting point for travel in that case will remain the seat of the government server in question. (iii) With respect to officials who are delegated abroad for training, the Government's responsibility for the Grant of a Licence Trip with respect to the Government's own server shall be limited to the responsibility that the Government would have assumed, if it had undertaken travel from headquarters (from which it trained abroad) or the headquarters declared under SR 59 hometown and back. As far as family members are concerned, the seat from which he trained will be treated as the starting point for the outbound trip for LTC purposes. (MHA OM No. 43/10/65-Estt. (A) dated 7.8.65) (a) The granting of a permit trip to the hometown shall be admissible regardless of the distance between the seat of the government official and his hometown, once in a block of two calendar years, such as 1986-87, 1988-89, etc. (b) the granting of a licence trip anywhere in India will be admissible regardless of the distance from the place of visit from the headquarters of the government official, once in a block of four calendar years, such as 1986-89, 1990-93, etc.: Provided that in the case of a government official to which you leave the concession of travel to your hometown is admissible, the granting of a licensed trip to any place in India that has resorted to it will be instead of granting licensed trips to your hometown at the time of the start of the trip and will be adjusted against it, the granting of a licence trip to your hometown at the time of the start of the journey; (c) A government servant whose family lives away from him in his hometown may, instead of all concessions under this regime, including the granting of a licence to visit any place in India once in a four-year block that would otherwise be admissible for him and his family members, choose to leave the travel concession so that oneself only visits the hometown each year. A government server and members of your family who are using the licensing may travel in different groups at different times over a two-of-four-year block, as the case may be. The concession thus used will be counted on the block of two years or four years in which the one-way journey began, even if the return trip was made after the expiration of the block of two years or four years. This shall apply to the granting of holidays under Rule 10. A Government official who is not able to make use of the licence travel concession in a given two- or four-year block may make use of it in the first year of the next two- or four-year block. If a government official has the right to leave the concession of travel to the city of origin, he may carry forward the granting of a licence trip anywhere in India by a four-year block only if he has carried out the granting of a licence trip to the home city with respect to the second two-year block within the four-year bloc. Regulation of the CCS Decision (LTC) of the Government of India, 1988-Extension of the grace period of the block years of Home Town LTC 2002-2003. It has been decided that government officials who were eligible for the home city should leave the travel concession for the 2002-2003 block years or leave the travel concession to visit any India for the 2002-2005 block years instead of the 2002-2004 hometown and were unable to make use of it in the grace period until 31.12.2004, it may be permitted to make use of this facility until 30 June 2005, in the relaxation of the CCS Regulation (LTC), 1988. A government servant and every member of his family visit different places of your choice over a four-year block. Family members of a government official will not need to visit the same place as that visited by the government official himself at any time prior during the same bloc. (1) For travel under the Licensing Travel Award Scheme, the right will be as sub- (A) Air Travel/Rail: *All Government officials who are entitled to travel in LTC by First Class/AC 3-tier Sleeper/AC Chair Car may, at their discretion, travel on AC 2-tier Sleeper in cases where any of the trains connecting the destination of origin and stations in question by the shortest direct route do not provide these three types of accommodation. Rajdhani Express Train Travel: Shatabdi Express Train Service: Note - The right of Rajdhani/Shatabdi trains would apply in cases where the journey is actually made by these trains and not to determine the right on the notional basis. Both ends of the trip, i.e. the starting point of the trip and the destination must be directly connected by Rajdhani/Shatabdi Express. (B) Travel by sea or river steamer: The accommodation rights to travel between the mainland and the Andaman & Nicobar Islands Group and the Lakshadweep Islands Group by ships operated by Shipping Corporation of India Limited shall be as follows:- (C) Road Trip: NOTE - In all cases travel in AC Taxi, Taxi or Autohaw fare receipt production will be required. (2) Road trip - i) Where there is no public transport system as indicated above, assistance shall be regulated as in the case of travel on the transfer. (ii) Notwithstanding anything contained in sub-government ((1) or Sub-Governance Clauses ((1) and (ii) (2), where a Government, the roadside server 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 transportation services managed by other governments or local agencies to visit anywhere in India, the reimbursement will be the actual rental costs or the refundable amount on the trip to the declared place of visit if the trip had been undertaken in the class by rail on the shortest direct route, whichever is less. The refund will not be admissible for travel in a private car (owned, borrowed or rented), or a bus, van or other vehicle owned by private operators. (3) By Air - The Government server may travel by air between places not connected by rail, where an alternative means of travel is not available or is more expensive. (4) As regards the places in the territory of the connected by maritime services, the right of a government server to travel by boat will be regulated as in the case of boat trips made on the transfer. (5) Travel between places not connected by any other means of transport. - To between places not connected by any other means of transportation, a govt server. you can make use of the transport of animals like pony, elephant, camel, etc. In such cases, the mileage allowance will be eligible at the same rate as for travel on the transfer. EXPLANATIONS - For the purposes of this Rule, Payment means to pay as defined in FR 9 (21) a) (i). [Now basic payment + NPA+SI-vide GID (1) below SR 17 and OM, dated 7.6.1990.] Government of the Indian Decision (1) Ease of LTC by air during the winter only to government officials published in the Ladakh region. It has been decided to grant LTC installations by air during the winter season to all Central Government employees serving in the Ladakh region, subject to the following conditions:- (i) The installation of air travel will be admissible only for the period from 15 November to 15 March. (ii) The installation of air travel shall be limited to travel between Leh and Srinagar/Jammu/Chandigarh for both one-way and return travel. However, this facility would be admissible between Leh and only one of these three locations. Travel between Srinagar/Jammu/Chandigarh and the hometown or any other place of visit, as the case may be, shall be governed by the normal law of the government server concerned. (iii) The air travel centre shall be permitted to the servant of the Government, his spouse and only two dependent children (up to 18 years for boys and 24 years for girls). (DOPT OM. No. 31011/15/87-Ests. (A), dated 22.4.1988 and 31011/18/90-Estt. (A), dated 19.3.1991) (2) LTC air travel between New Delhi and Srinagar in the relaxation of Rule 12(1) of the CCS Regulations (LTC), 1988, the Government has now decided to allow all Government Group A and B officials to travel in LTC through the Air Economy (Y) class at the national carrier between New Delhi and Srinagar for a period of two years and to allow reimbursement of the air fare accordingly. These orders shall apply to government officials intending to visit Srinagar, using All India LTC, provided that New Delhi is the source station or is en route to Srinagar. These orders shall take effect from the date of issue. (DOPT OM No. 31011/2/2003-Estt. (A) dated 16.6.2004) (3) LTC to employees of the Central Government-Travel by the State Tourism Development Corporation buses-Clearification-regarding. The staff side has filed a demand on the National Council (JCM) that trips made by the IDCC/State Tourism Development Corporations, whether on their own buses or buses contracted or chartered by them, may be eligible to make use of Leave Travel Concession facilities. The it has been reconsidered and it has been decided that visits made by ITDC/State Tourism Development Corporations either on their own buses or buses hired or chartered by them from abroad will qualify for the use of LTC facilities provided that state iDC/State tourism development corporations certify that the trip has government official and their relatives for which the LTC claims. (DOPT OM No. 31011/6/2002-Estt. (A) dated. July 30, 2002) (4) Government officials entitled to travel in First Class by train may travel at AC-III level. Government officials, who have the right to travel in First Class by rail, on duty or in LTC, may, at their discretion, travel on AC-III Tier by train including Rajdhani Express trains. [M.F. OM No. F.19023/1/94-E.IV, dated 10.5.1995] (5) Several ministries/departments have requested certain clarifications from time to time. The doubts raised by various authorities are clarified as in:- Points raised Clarifications (DOPT OM No. 31011/8/98-Estt. (A) dated 31.3.99) Related circular: OM F.No. 7(1)/E.Coord./2008 Date - 10/11/2008 Subject : Expenditure management – Economic measures and rationalization of expenditure – Guidelines regarding to the reimbursement of LTC under the holiday travel concession scheme shall not cover incidental expenses and expenses incurred on local travel. The reimbursement of travel expenses will be allowed only on the basis of a point-to-point trip on a ticket via the shortest direct route. Government of India's LTC Decision when the journey is made by longer route (1) When a government server or any member of your family travels along a longer route (which is not the cheapest) in two different classes of rail accommodation, the authorized class fare will be eligible for the corresponding proportion of the shortest or cheapest route and the lowest fare for the remaining mileage for that route. Example - If the total distance along the longest route is 1,100 miles and the shortest route is 1,000 miles and if the government server in question has traveled the initial 800 miles in II Class and the remaining 300 miles per I Class, The part of the Government in reimbursement of the expenses incurred in this case should be as follows:- (i) The mileage for which the class II fare will be eligible- Distance actually travelled by II Class X Total distance along the shortest route Total distance along the longest route 800 X1,100 to 727 miles (roundly) 1,100 ii) Mileage for which the class II fare will be admissible- Distance actually traveled by I Class X Total distance along the shortest route Total distance along the longest route 300 X1,000 to 273 miles (roundly) 1,100 (MHA OM No. 43/10/58-Ests. (A) 11.4.1958 and 29.5.1958 and F. 31011/9/78-Estt.(A), dated 24.7.1980] (2) Circular Tour Ticket Claims Regulation. It has been decided that in the event that a government server and/or his family could the circular concessional ticket offered by the Railways in conjunction with the LTC, the fare to normal fare for the right/hold class actually used between headquarters and hometown on the shortest route*** of the round trip be reimbursed to the government's server. (DPAR OM No. 35014/4/76-Ests. (A), dated 16.12.1976) (3) Admissibility of booking/sleeping charges A government server and also family members are eligible for reimbursement of bed/reservation charges during travel using the license travel concession, second class and for booking charges during the first class trip (no separate fare is charged for accommodation for sleep where the trip is made in First Class). (DPAR OM No.31011/6/78-Ests. (A), dated 9.10.1978) (4) Admissibility of claims when the trip begins/ends at the place of residence of the government official and not at the place of duty. Situations arise when the servant of the Government is forced to reside with his family in a place far from his headquarters for his own reasons generally under the following circumstances:- (i) The government official on his transfer from one station to another continues to reside with his family at the old station even after joining his duty at the new station. (ii) Due to the unavailability of adequate accommodation for reasonable rent in a metropolitan city or an expensive place, where you have to work, you prefer to live with your family away from your place of service and travel daily from your residence to perform your duties. The question has arisen whether, in the cases mentioned above, the LTC should only be allowed from the place of destination or from the place of residence of the government official and his family. This has been considered in consultation with the Ministry of Finance and it has been decided that when the server and the government family live away from the place of service for any reason, LTC may be allowed from the place of residence to the place of visit / hometown and back to the place of residence, subject to the condition that the claim is limited to the rail fare by the shortest direct route between the service station and the declared hometown or place of visit, as the case may be. In such cases, the government server must provide the reasons for residing in a place other than the place of service and the supervisory authority must also be satisfied with respect to the authenticity of those reasons before admitting the claim with respect to the place of residence. (DOPT OM No. 31011/16/84-Est.(A), dated 11.6.1985) (5) Regulation of LTC's claim when the trip is made by Air. Fare reimbursement in cases where a government server travels in LTC by air between places connected by rail may be limited to the fare of the authorized class by rail other than Rajdhani/Shatabdi Express. However, these provisions do not apply to made by private airlines. (DOPT OM No.31011/1/95-Estt (A) dt. 28-4-1995) The claim for reimbursement of the expenses incurred on the trip under the grant of a licence trip shall be filed within three months of the end of the return journey, if no progress had been drawn. If you do not, the claim will be lost and relaxation will not be allowed in this regard. (i) An advance may be granted to government officials in order to qualify for the concession. The amount of such advance in each case shall be limited to four-fifths of the estimated amount, which the Government would have to reimburse in both respects for the cost of the trip. (ii) If the family travels separately from the government server, the advance may also be subject to separate admission. (iii) The advance may be drawn for both forward and return travel at the time of the start of the journey to be followed, provided that the holiday period taken by the government official or the period of early absence of family members does not exceed three months or ninety days. If this limit is exceeded, the advance can only be drawn for the journey onwards. (iv) If the limit of 3 months or ninety days after the advance has already been made for both trips is exceeded, half of the advance must be refunded immediately to the Government. (v) The advance must be refunded in full if the one-way trip does not start within 30 days of the advance being awarded. However, in cases where reservations may be made sixty days before the proposed date of the one-way trip and the advance is granted accordingly, the government server must present the tickets within ten days of the preparation of the advance, regardless of the start date of the trip. (vi) Where a Government official has made an advance, the request for reimbursement of the costs

incurred on the journey shall be submitted within one month of the end of the return journey. If a government official does not do so, he or she will be asked to immediately refund the total amount of the advance in a single lump sum. No request for recovery of the installment advance will be addressed. Government of the Indian Decision (1) Advance an officer in the provincial council. The following procedure can be followed for the granting of advances for the granting of permits to a debutment officer who, immediately after the reversal to his parent office, wishes to proceed on leave and to join the parent office upon expiry of that license:- a) In the request for leave of the reversal officer, the fact that he would be making use of the Licensing During the period of leave would have been mentioned by He. The indebtedness department may, while forwarding the application for leave to the loan department for sanction, inform the latter department that, if the license is sanctioned, it would sanction the advance to the extent that admissible under the Memorandum of Office No. 43/3/57-Ests of this Ministry and subject to the conditions laid down in the Memorandum of Office No. 43/3/57-Ests of this Ministry, and subject to the conditions laid down therein. (A), dated 1 April 1958. Upon receiving innuendo insinuation sanction, the T.A. purpose control officer in the loan department, with respect to the officer making use of the License Travel Grant may sanction the advance and endorse a copy of the loan department, which will maintain surveillance on the adjustment of the advance of the License Travel Concession. (b) The procedure in point (a) above may apply in the event that the reversal officer applies for a licence and intends to make use, during the licence, of the granting of a licence trip himself or with any or all of his family members. If during the period of leave in question, any or all of your family members alone intend to make use of the concession and not the government official itself, however the procedure in point (a) above may also apply. (c) The advance of the License Travel Concession granted by the indebtedness department shall be adjusted with the account of the department/office which may ultimately bear the costs due to the LTC by the government server concerned and/or his/her family. (MHA OM No. 43/9/64-Ests. (A), dated 7.12.1965) (2) Relaxation of the normal six-month period between the start and end of the trip by the family of a government official. The Department of Administrative Reforms has recommended that the powers for the relaxation of the deadline for return travel under the Memorandum of the Office of the Ministry, dated 11 April 1958, may be delegated to Heads of Department. The Ministry of the Interior has accepted this recommendation. It has therefore been decided that the power to relax the time limit for the return journey of the families of government officials shall be exercised by the Heads of Departments, subject to the conditions referred to in the Memorandums of the Office in reference. (MHA OM No. 43/3/68-Est.(A), dated 19.7.1968) (3) Progress must be recovered in full and not in installments. A government servant who is granted an advance to allow him/her and/or his/her family members to take over to the LTC must reimburse him/her in full immediately if the journey abroad does not begin within thirty days of the advance being extracted. Subsequently, since the Railways had raised the time limit for booking seats/bevels by six months (now sixty days) before the date of travel, it was decided to vide Department of Personnel & Training OM No. 31011/4/78 Est.(A), dated September 1, 1978, that a government servant may move forward regarding the proposed trip to be made under the LTC scheme by himself and/or her family members sixty days before the proposed date of the one-way trip. In such cases, in addition, the Government server had to produce rail tickets within ten days of the advance extraction to the competent authority to demonstrate that it has actually used the amount to purchase the tickets. It has, It has, it has been noted that, due to the administrative ruling in some cases, LTC advances that were not used to purchase the tickets on time remained uncovered for many months. This department has a serious view of the matter. It is underlined once again that the above provision should be strictly observed. The Ministry of Finance, etc., is requested to ensure that if the ticket is not purchased within the stipulated time, or the ticket that has been purchased, the trip is not made for one reason or another, the total amount of the advance is immediately recovered, and no request for in advance deduction is accepted in convenient monthly fees. (DOPT OM No. 31011/11/85-Est.(A), dated 21.3.1986) (4) The advance may be granted up to 90% of the estimated rate. The President was pleased to decide that employees of the Lakshadweep and A&N administrations could be sanctioned for a 90% advance in the estimated boat fare from Island to Continent and back to make use of annual free seafaring. It has also been decided to increase the amount of advance for LTC use from 80% to 90% of the estimated rate for Central Government employees. (M.F. OM No. F. 17 (4)-E.II (A)/85, dated 8.9.1986) Related circular : OM No. 14028/7/97-Estt(L) Dated – 07/10/1997 Subject: Recommendations of the Fifth Central Commission on Payments – Decisions concerning the improvement of the maximum cumulation and encashment limit for holidays won in the central government. (1) If the Disciplinary Authority makes the decision to initiate disciplinary proceedings against a governmental official for preference for a fraudulent claim to grant travel by license, the granting of leave shall not be permitted until the completion of such disciplinary proceedings. (2) If the disciplinary proceedings result in the imposition of any of the sanctions specified in Article 11 of the Central Civil Services (Classification, Control and Appeal) Regulations, 1965, the government server shall not be permitted the following two sets of the granting of a licence trip, in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons that must be registered in writing, the supervisory authority may also deny more than two sets of license travel concessions. 3) If the government official is fully exempted from the fraudulent claim charge of the license travel concession, he/she will be allowed to make use of the previously withheld concession as an additional set(s) in future block years, but before the normal date of his pension. EXPLANATIONS.- For the purposes of this rule, leave the concession of travel to the hometown and leave the concession of travel anywhere India as specified in clauses (a) and (b) of Rule 8 shall constitute two sets of the grant of a license trip. If there is any doubt as to any of the provisions of these rules, the case will be forwarded to the Government of India in the Personnel and Training Department, which will decide the same. Unless otherwise provided for in these rules, where any Ministry or Department of government is convinced that the operation of any of these rules causes undue difficulties in any particular case, that the Ministry or the Department, as the case may be, may, in order, for reasons that are recorded in writing, dispense with or relax the requirements of that standard to the extent that they may be, subject to the exceptions and conditions it deems necessary to treat the case in a fair and equitable manner: Provided that no such order is made, unless the staff and training department is incurs. All existing instructions that are not contrary to any of the provisions of these rules and all instructions covering matters not specifically covered by these rules shall remain in force until amended, amended or cancelled. FORMS 1 1. Government Server Name 2. Designation 3. Date of entry into the Central Government Service 4. Submit payment +NPA+SI 5. Whether permanent or temporary 6. Hometown as recorded in Service Book 7. If the wife/husband is employed and if so if she is entitled to LTC 8. If the concession should be used to visit Home Town, and if so block for which LTC should be available 9. (a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which 10 will be used. Single train fare/bus fare from headquarters to the city of origin/place of visit on the shortest route 11. Persons for whom ITC availability is proposed: 12. Amount of prepayment required Rs. I declare that the details presented above are true and correct to the best of my knowledge. I undertake to produce tickets for the one-way trip within ten days of receipt of the advance. In case of cancellation of the trip or if I do not produce the tickets within ten days of receipt of the advance, I undertake to refund the full advance in a package. Check LIST signature date (for use in Office) 1. Details in Cols. 1 to 6 verified 2. Amount without refund 3. Early admissibility (90% of the amount in 2) Rs advance.... can be sanctioned. D.A. J.A.O./S.O. 2 Form T.R.25 CENTRAL GAR-14-C Sub-Bill No..... LTC For the Block of Years..... For..... [NOTE.- This bill must be prepared in duplicate-one for payment and the other as a copy of the office.] PART A (Must be populated by government server) 1. Name..... 2. 3. Paying..... 4. Headquarters..... 5. Nature and Period of License Sanctioned: Nature of license De De 6. Data of the family members for whom the License Travel Concession has been claimed: 7. Details of the trip made by the government server and its family members. 8. Amount of prepayment, if any, drawn Rs..... 9. Travel points for which a higher class of accommodation was used than the government official is entitled (No sanction and date to be given) were used. Details of road trips between places connected by rail: CERTIFICATE QUE- 1. The information as given above is true to the best of my knowledge and belief; 2. That my husband/wife is not employed in the government service/that my husband/wife is employed in the government service and that the concession has not been used by him/her separately for himself/her or for any of the family members during the corresponding block of years... For..... 3. That my husband/wife for whom LTC is claimed by me is employed in..... (name of Public Sector Company/Corporation/Autonomous Agency. Etc.), which provides Leave Travel Concession facilities but has not preferred and will not prefer, any claim on this behalf to your employer; and 4. That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector/Corporation/Autonomous Agency Company. Funded in whole or in part by the Central Government or a Local Agency, which provides Licensing Travel facilities to its employees and families. Date..... Signature of government server PART B (A filled in by Invoices Section) 1. The net right due to the granting of license travel works to Rs..... as detailed below- (a) Railway / Air / Bus / Steam Tariff Rs. P. (b) Less amount of advance drawn vide Vr. No....., dated..... Net amount 2. The expense is due to..... Bill Clerk Drawing and Disbursing Officer (Initial) (Signature) Countersigned Controlling Officer (Signature) Certified that necessary entries have been made in the Service Book of Shri/Smt./Kum... (Signature of the Authorized Officer to attest to entries in the Service Book) 3 NOTES.- 1. Advance invoice tickets must be made in red ink. 2. In the event of a final claim in which no progress has been made, columns (1) to (7) should only be filled in 3. In case of adjustment invoices, columns (9) to (12) against S. No. advance bill must be filled in while the net claim is passed. 4. If the net amount of the adjustment invoice is for a lesser amount, the balance recovery data must be indicated in column (12). (1) The two certificates one from the The officer and the other of the Government official concerned must be submitted to the audit authorities together with the T.A. travel bills. Certificate – (i) that Shri/Shrimati/Kumari (government server name) has provided ongoing service for a year or more on the start date of the one-way trip. * (ii) the necessary entries as required in paragraph 3 of the Ministry of the Interior, OM No. 43/1/55-Ests. (A)-Part II, dated October 11, 1956, have been made in the Shri/Shrimati/Kumari Service Book.... (Signature and appointment of the Control Officer) CERTIFICATES TO BE GIVEN BY GOVERNMENT SERVER 1. I have not filed any other claim so far for Leave Travel Concession regarding me or my relatives regarding the two-year 19 block..... and 19..... 2. I have already drawn TA for the License Travel Concession with respect to a trip made by me/my wife with Children. This statement is regarding the journey made by my wife/myself with children none of whom traveled with the party on the previous occasion. 3. The journey has been made by me/my wife with children to the declared hometown, viz... 4. That my husband/wife is not employed in government service that my husband/wife is employed in government service and that the concession has not been used by him/her separately for himself/her or for any of the family members by the two-year bloc in question. Signature of government official server

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