

ANNEXURE
(TO GO.15 Dated 17.1.1973 on LTC)

LEAVE TRAVEL CONCESSION RULES

1.Description:- Leave Travel Concession is reimbursement of expenditure incurred by the Government Servant and his family members to travel from headquarters station to home town and back (during the period of regular leave taken by the Government Servant) under these Rules.

2.Eligibility:- (a) All Government servants including those appointed on temporary basis, who have put in a continuous service of not less than five years, are eligible for the concession.

(b) Officers re-employed for a period of not less than one year in continuation of superannuation from Government service are also eligible for the concession and the period of re-employment shall be treated as continuous with the previous service for this purpose. Officers re-employed after a break from the date of superannuation will, however, be treated as those appointed on temporary basis for the purpose of these rules.

(c) Persons appointed on a contract basis are also eligible for the concession, if the period of contract is five years or more. Where the initial contract is for less than five years and it is later extended to five years or more, the total duration of the service shall be taken into account for the purpose.

(d) The concession is not applicable to the following persons:

- (i) Who are not whole time employees.
- (ii) Who are paid from contingencies.
- (iii) Who are borne on work-charged establishment.
- (iv) who are industrial employees.

3.Amount of reimbursement:- Expenditure for the first 75 Kilometres of the journey by the shortest route either way shall be borne by the Government Servant and for the purpose the return journey from home town outside the state shall be treated to have commenced from the last point within the State. The expenditure for the rest of the distance within the limits of the State shall be reimbursed by the Government as per these rules. When the distance between the head-quarters and home town by the shortest route does not exceed 75 kilometres, reimbursement of expenditure does not arise.

4.Frequency:- a) The Concession may be availed of by a Government servant and his family members once in every block of three consecutive calendar years commencing from the block period of 1972 to 1974. The Concession on the first occasion would be during the block period 1975 to 1977 and so on. The concession not availed of during any block period shall lapse. It is enough if the outward journey from headquarters is within block period and the return journey can be in the next block of three years but counted against the block of three years which the outward journey is performed.

5.Sanctioning Authority:- The Authority competent to sanction leave other than casual leave shall be the authority to permit the availment of Leave Travel Concession even during casual leave

6.Leave required to be taken:- (a) Government Servants are eligible for the concession when the journeys are performed during any kind of leave and also casual leave. But the Sanctioning authority shall satisfy itself before sanctioning the leave Travel Concession whether the leave applied for by the government Servant is sufficient to cover to and from journeys.

8. HomeTown:- a) The word "Home Town" means the place which is declared by the Government servant duly supported by reasons such as native place, being the permanent residence of his parents, grand-parents or owner ship of immovable property.

(b) (i) Every Government servant is required to give declaration of his Home Town.

(ii) The non-Gazetted Government, employees shall submit their declaration to the Officer, who has been declared as the Controlling Officer in respect of the travelling allowance claims of the Government servants. After the declarations are approved by the Controlling Officer, they shall be communicated to the Heads of Offices in which the non-Gazetted employees are working. The Heads of Offices shall record the particulars of the Home Town in the service books of the employees. Every Controlling Officer shall maintain a list of the Home towns of all the Government Servants, whose travelling allowance claims are counter-signed by him.

(iii) The Gazetted Officers shall submit their declarations to the concerned Heads of Departments who shall, after acceptance, communicate the same to the Accountant General for record in his office. The Heads of Departments and the Secretaries to Government shall communicate their declarations direct to the Accountant General, Andhra Pradesh for record in his office.

(c) The declaration shall be in the following form:

DECLARATION FORM

To
The....
Sir,

I delcare that _____ Village in the taluk of _____ District of ____ State, is my Home Town as it is my native place being the permanent residence of my parents/grandparents and as I own immovable properties in that place.

Yours faithfully

Signature

Name in Block Letters:

9. Journeys:- (a) The Leave travel concession shall be calculated on the basis of the distance by the shortest route between headquarters and home town.

(b) The Government servant and or his family members may travel either independently or together as may be convenient to them. Where they travel in different groups at different times reimbursement of expenditure may be allowed in respect of each group independently without depending upon the journey performed by the other group provided the outward journey of the last of such groups commences before the expiry of 6 months from the date of commencement of the outward journey by the first group and the return journey of each group is completed within 6 months from the date of commencement of the outward journey by that group. This condition of 6 months may be relaxed in special cases by the concerned Heads of Departments.

(c) The journeys may be performed by any route with or without halts on the way it is essential that the journey should cover the home town. The period of halt to the hometown is not prescribed, this being left to the convenience of the individuals.

(d) When an officer is on training with change of Headquarters, leave travel concession will be for the journey from the place of training to the home town. In cases of training, where there is no change of headquarters of Government Servant, the Leave Travel Concessio shall be for the journeys between the place of training and home town, and for the family members for the journeys between the headquarters of the Government Servant and home town.

(e) The concession can be availed of in combination with journey on transfer when a Government servant and his family members proceed from the place of old head-quarters to the Home Town and from the home town to the new Head Quarters. In such cases, it is necessary for the Government Servants to take the required leave on relief from the old station. The claim for such journeys shall be from the place of old Headquarters to the Home Town and from the Home Town to the place of new Headquarters by the shortest route, after deducting there from the following distance:-

i) The distance for which the transfer travelling allowance from the old station to the new station is admissible and

ii) 50Kms being the total of the initial distance either way as laid down in rule 3 above.

(f) The return journey in each case should be completed within a period of six months from the date of the outward journey from headquarters.

10.Regulation of Claim:- (a) The expenditure on the first 75Kms of the Journey either way as laid down in rule 3 is not reimbursable.

b) For the remaining distance of the journey, the claim is to be regulated as follows:

i) For the distance connected by train, the railway fares actually paid or the Railway fares of the class which the persons are authorized to travel under the travelling allowance rules, whichever be less is permissible. Persons entitled to travel by first and second class may travel by 3rd class sleeper coach and claim the fare charged by the sleeper coach.

ii) When the journeys between places connected by train are performed by road in Public transport, actual bus fares not exceeding the Railway fares by the entitled class are permissible. The road journey may be by ordinary bus or by deluxe service.

iii) Journey between places connected by train may be performed by a car, the cost of propulsion being met by the Government Servant himself. In such cases, the actual expenditure on propulsion limited to the amount of Railway fares by the entitled class is permissible.

iv) When concessional circular trip tickets issued by the Railways are availed off, the claim for the distance covered by the train, shall be calculated at the rate charged by the Railway for the entitled class, in which the journey is actually performed, whichever may be less.

v) For the distance not connected by train, but connected by recognized public transport, the actual bus fares can be claimed. In respect of Government servants of Grade V and above, the fares by the higher class or Deluxe service can be claimed. In respect of Government servants of Grade IV and below, the claim should be limited to the bus fares or ordinary class.

vi) For the distance not connected by train as well as recognized public transport, one mileage allowance as prescribed in the Travelling Allowance Rules is permissible for a group not exceeding two persons. When the group exceeds two persons, two mileages are permissible.

vii) The class by which the Government servant and his family members are eligible to travel and the rate of mileage admissible depends on the grade to which the Government servant belongs under the Travelling Allowance Rules, as at the commencement of the journeys in question to the onward and return journeys being considered as separate.

viii) Journeys may be performed by air but the claim shall be restricted to the amount otherwise admissible by the normal means of conveyance that is by train, road, etc.

ix) When a journey is performed by a longer route, partly by the eligible class and partly by the lower class, the claim by the entitled class shall be for the corresponding proportion of the shortest route and for the balance of the distance by the shortest route and the lower class mate.

C) Government servants who claim reimbursement of expenditure under these rules are required to produce vouchers such as cash receipts, bus tickets etc., in support of their claims.

11. General:- a) (i) When both husband and wife are Government Servants and he/she avails the concessions as a family member of the other, it is not necessary for he/she to comply with the condition of going on regular leave for a minimum period of 15days. When they avail the travel concession as Government servants independently, the condition of regular leave for the minimum period shall apply to each of them.

ii) When both husband and wife are Government servants the concession for the other family members can be claimed only once in a block period either as the family members of the father or as the family members of the mother.

b) When the family of a Government servant is living away from him and the concession is not being availed by the family in any block period of three years, the Government servant, making a declaration of that effect is eligible to avail the travel concession of visiting the home town once in each calendar year instead of once in the block period of three years. A Government servant having no family is not, however, eligible to avail the concession once in every calendar year.

c) In the following cases, the concession is admissible for the outwards journey only.

i) Government servant and family members performing the journey to home town during leave preparatory to retirement, refused leave, and terminal leave for not less than 15days.

ii) Family members having performed the journey to home town, have no intention of completing the journey or performing the return journey after a period of six months from the date of commencement of the outward journey.

iii) The dependent son getting employment after going to home town or dependent daughters getting married or employment after going to home town.

d) In the following cases the concession is admissible for the return journey only:

i) A newly married husband/wife of the Government servant coming from home town to head-quarters station.

ii) A child legally adopted by a Government while staying in the home town.

iii) Any member of the family of the Government servant living for long time at the home town for whom the concession in respect of the out-journey has not been availed of during that period of three years.

e) The Travelling concession is not admissible when a Government servant proceeds on regular leave and then resigns his post without returning to duty.

f) The claims for reimbursement of the cost of the journey should be preferred within one month of the completion of the return journey. When the concession is admissible only for the outward journey, the claim should be preferred within one month of completion of the outward journey. When the journeys are performed separately by the government servant and his family members, the claims can be preferred separately.

g) The claims should be preferred in the Travelling allowance bill forms and they should be counter signed by the controlling officer prescribed under the A.P. Travelling Allowance Rules, before the bills are presented to the Treasury for drawl of the amounts.

h) A record of all assistance granted under these rules shall be maintained. In the cases of Gazetted officers, the record shall be maintained by the Accountant General. In the Case of Non-Gazetted employees the record shall be in the form of entries in the Service Books/Service Rules of the employees. The entries should indicate the dates of the journeys of the Government servant and his family members together with the particulars of amount reimbursed as Travelling Allowance.

12.Advances:- (a) When permission is given to avail the Leave Travel Concession, advance may be sanctioned to meet the expenditure on the journey.

b) In respect of non-gazetted employees, officers competent to grant advances for Travelling Allowance on tour may sanction these advances. In respect of Gazetted Officers these advances may be sanctioned by the Officers counter signing their T.A. Bills. Officers who are their own controlling Officers under the Travelling Allowance Rules, may sanction these advances to themselves.

c) The amount of advance shall be limited to 80% of the estimated cost which is reimbursed to the Government servant under these rules for the journey.

d) The advance may be granted for both outward and return journeys, when a Government servant gives a declaration that the return journey will be performed within 90 days of the outward journey. In cases, where advances are drawn for both outward and return journeys, and the return journey is not performed within 90days of the outward journey 50% of the amount of advance should be refunded forthwith to Government.

e) When the family members, or part of the family are to perform the journey separately, the advance for their journeys can be sanctioned separately.

f) The advance drawn should be refunded in full if the outward journey is not commenced within 30 days of the drawal of the advance.

g) The advance drawn under these rules should be adjusted in the T.A. Bills for the journeys which have to be presented within 30 days of the completion of the return journey. (However, in cases where the travelling allowance hills are not submitted within this period, such bills may be accepted, if otherwise in order, subject to imposition of a cut of 15% on the gross amount of such bills)

h) These advances may be granted to Government servants who are approved probationers in any post. Advances to Government servants who are not approved probationers in any category may be sanctioned, if a personal security bond is furnished in Form II of the Financial Code Volume I, duly executed by the borrower together with a Government servant, who is an approved probationer and drawing a pay not less than that of the borrower as surety guaranteeing the repayment of the advance.

i) The advance sanctioned and drawn under these rules, should be entered in the register of advances of travelling allowance on tour, maintained in each office and the adjustments of recoveries of these advances should be watched by the Pay Drawing Officials. This work shall, in respect of Gazetted Officers, be attended to by the Treasury officers and the Pay and Accounts officer, Hyderabad.

13.Classification:- (a) The expenditure on the Leave Travel Concession of a Government employee shall be debited to the detailed head "Travelling Allowances" under the relevant head of account to which the pay of the Government employee is debited.

www.apteachers.in

www.apteachers.in

(b) The advances of Travelling Allowance sanctioned under the Rules is also debitable to the detailed head of account mentioned in sub-rule (a) above.

(c) When the advance is refunded, it should be credited under the same head of account as abatement of charges if it is in the same financial year of drawals. Otherwise it shall be credited as a miscellaneous receipt of the Department.

14.Certificates:- (a) The following certificates are prescribed:

i) Certified that the block period of 19.. – 19.. I have not submitted any claim so far for leave travel concession in respect of the persons for whom travelling allowance is claimed in this bill.

ii) Certified that the advance of travelling allowance for the Leave Travel Concession has been fully adjusted in this bill.

iii) Certified that the persons for whose journeys the claim is preferred in this bill have performed the journeys to and from the home viz....

iv) Certified that my wife/husband is not a Government servant and that the concession has not been availed by her/him separately for herself/himself, or by any of the family members covered by this claim for the block period 19__ to 19__.

b) Certificate to be furnished by the drawing officer in respect of non-gazetted employees:

c) Certified that the necessary entries as required by Rule 11(h) of the Leave Travel Concession Rules have been made in the service Book/ Roll of the Government Servant.

www.apteachers.in

www.apteachers.in