



सत्यमेव जयते

# The Gazette of India



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**MINISTRY OF SURFACE TRANSPORT**  
**(Ports Wing)**  
**New Delhi**

**NOTIFICATION**

G.S.R., 1272. - ,In exercise of the powers conferred by sub-section (1) of section 124 and sub-section (1) of section 132 of the Major Port Trusts Act, 1963 (38 of 1963), the Central Government hereby approve of the Regulations entitled "The Calcutta Port Trust Employees' (Leave Travel Concessions) Regulation, 1976" made by the Board of Trustees of the Port of Calcutta in exercise of the powers conferred by Section 28 read with sub-section (2) of section 124 of the said Act and published in the Calcutta Gazette dated the 2nd September, 1976 and the 9th September, 1976 and as amended by the notification of the said Board published in the Calcutta Gazette, dated the 14th July, 1977 and the 21st July, 1977.

[No.PEC-147/75]

D.C.AHIR, UNDER SECY.

**SCHEDULE**

**CALCUTTA PORT TRUST**

IN exercise of the powers conferred by clause (b) of section 28 of the Major Port Trusts Act, 1963 (38 of

1963), the Board of Trustees of the Port of Calcutta hereby publish the following regulation as required under sub-section (2) of section 124 of the said Act:

**CALCUTTA PORT TRUST EMPLOYEE'S  
(LEAVE TRAVEL CONCESSION)  
REGULATION, 1976**

1. **Short title and commencement :** (1) These regulations may be the Calcutta Port Trust Employees' (Leave Travel Concession) Regulation 1976

(2) They shall come into force from the date of publication of Government's approval to the regulations in the official Gazette.

2. **Interpretation:** In these regulations unless the context otherwise requires,\_\_\_

(1) "**Board**", "**Chairman**", "**Deputy Chairman**" and "**Head of a Department**" have the meanings respectively assigned to them in the Major Port Trusts Act, 1963 (38 of 1963).

(2) "**Accounts Officer**" means the Financial Adviser and Chief Accounts Officer of the Board and also any other officer (s) from the Accounts Department of the Board, designated by the Financial Adviser and Chief Accounts Officer, to regulate claims of employees under these regulations.

(3) "**concession**" means the leave travel concession admissible under these regulations.

(4) "**employee**" means an employee of the Board.

(5) (i) An employee of the first grade means an employee in receipt of pay of Rs.875 or more per month;

(ii) An employee of the second grade means an employee in receipt of pay of Rs.261 or more, but less than Rs.875 per month;

(iii) An employee of the third grade means an employee in receipt of pay of Rs.61 or more, but less than Rs.261 per month,

(iv) An employee of the fourth grade means an employee whose pay is less than Rs.161 per month.

Note : The above gradation of employees is for the purpose of leave travel concession only and is in terms of pay in the scales of pay adopted in implementation of the Government's decisions on the recommendation of the Central Wage Board for Port and Dock Workers, the Major Ports (Class I and Class II Non-Marine Services) Pay Committee or the Major Ports (Class I and Class Non-Marine Services) pay Committee or the Major Ports (Excluding Bombay) Marine Services Enquiry /committee, 1969.

3. **Extent of application :** (1) Save as otherwise provided in these regulations, the concession is admissible to the Board's employees of all grades including the employees appointed on a contract basis, if the period of contract is more than one year, and re-employed employees on completion of one year's

continuous service.

(2) The concession is not admissible to -

- (i) persons not in the whole time employ of the Board; or
- (ii) persons paid from contingencies.

(3) Class III employees drawing a basic salary of Rs. 200 per mensem or less and Class IV employees, who are entitled to the benefits of the existing "P.T.O. Concession Scheme", will be allowed an option to come over to the new scheme or to retain their existing entitlements. For those who enter service on or after the 1st April, 1976, the new regulations shall automatically apply.

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

The condition of one year's continuous service on the date of the journey for admissibility of the concession is applicable equally to permanent employees and probationers as well as the temporary and officiating employees.

4. **Frequency of entitlement :** (1) The concession shall be admissible to an employee once in a period of two calendar years for journeys to his home-town and once in a period of four calendar years for journeys to any place in India. It shall cover the employees and their families as defined hereunder.

**Explanation :** The term "once in a period of two calendar years" means once in each block of two calendar years, commencing from the calendar year 1976. Thus, the concession on the first occasion will be admissible during the block of two consecutive calendar years 1976-77. On subsequent occasions it will be admissible during the calendar years 1978-79, 1980-81, 1981-82, 1982-83 and so on. The concession already availed of by an employee for the block 1976-77 under the arrangements in force before the commencement of these regulations will be deemed to have been availed of by him for the block 1976-77 under these regulations.

The term "once in a period of four calendar years" means once in each block of four calendar years, commencing from the calendar year 1976. Thus the concession on the first occasion will be admissible during the block of four consecutive calendar years 1976-79, 1980-83 and so on.

(2) An employee who has a family living away from his place of work may, instead of having the concession for his family as well as for himself once in a block of two calendar years, avail of the concession for himself alone once every year during each block for visiting his home-town,

(3) The employees and their families who are unable to avail themselves of the concession in a block of two years, or in a block of four years, as the case may be, may be permitted to avail of the concession before the end of the first year of the next block of two years or before the end of the first year of the next block of four years, as the case may be.

**Explanation :** In a case where the employee and his family could not avail themselves of the concession in the two-year block, namely, 1976-77 or in the four-year block, namely, 1976-79 they may avail of it respectively in the calendar year 1978, and the calendar year 1980. The concession due for the two years 1976-77 block or the four years 1976-79 block should, however, be availed of by them before 31st December, 1978 and before 31st December, 1980. In case they fail to avail themselves of the concession before the respective date, their entitlement to the concession for the relevant block shall be treated as having lapsed. The benefit of the concession shall be available to employees and their families

separately. The usual prescribed tow-year blocks, namely 1976-77, 1978-79, 1980-81 etc. or four-year blocks, namely, 1976-79, 1980-83 etc. shall remain unchanged.

(4) In the event of the return journey falling in the succeeding calendar year, the concession shall be counted against the calendar year in which the outward journey had commenced.

(5) **Entitlement :** \*(1) Every employee shall be entitled to the concession for visiting home town once in a block of two years. In every case, the journey should be home town and back and the claim should be for both inward and outward journeys. The journey to home town need not necessarily commence from or end at the headquarters of the employee either in his own case or in the case of his family. But the assistance admissible shall be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the head quarters and the home town of the employee.

\*(2) Employees of all grades shall be entitled to the concession for journeys to any place in India once in a block of four years. In every case the journey should be the place visited and back and the claim should be both for outward and inward journey. The journey to any place in India need not necessarily commence from, or end at, the headquarters of the employee either in his own case or in the case of his family. But the assistance admissible shall be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the head quarters and the place visited by the employee.

(3) An employee who is entitled to the concession for journeys to his home town under sub-regulation (1) will also be entitled to the concession for journeys to any place in India once in a block of four years under sub-regulation (2) but if the concession for journeys to any place in India one in a block of four years is utilised, it will be in lieu of, and adjusted against, the concession for visiting the home-town including the concession, if any, carried forward under sub-regulation (3) of regulation 4, to which he may be entitled at the time the journey to any place in India is undertaken. Further, such an employee will be entitled to carry forward the concession to the first year of the next block of four years, only if he is entitled to a carry forward concession to home town for that year. \*\*\* If the leave travel concession to visit any place in India in a block of four years is utilised by an employee for visiting home town, full re-imburement may be allowed in respect of such visit to home town, as if it were a visit to any place in India.

**Explanation :** If an employee has carried forward the concession to home town pertaining to the block 1974-75 to 1976 under the regulations in force prior to the commencement of these regulations, only one out of the three journeys (including this carried forward) that he is entitled to in the block of years 1976-79 can be utilised for performing a journey to a place other than the home-town. In view of the provision for carry forward, this journey can either be performed in the period 1976-79, or if not performed, it can be carried forward to 1980, the first year of the next block, provided that the concession for visiting the home-town for the block 1978-79 has not been utilised.

(4) \* For the purpose of sub-regulation (1) and (2) there shall be no objection to an employee travelling in a lower or higher class, but the Board's assistance shall be limited to the fares of the accommodation by the entitled class or the lower class, as the case may be, to the extent actually used.

6. **Definition of family :** The term "family" shall be interpreted in the same manner as in supplementary rule 2(8) as amended from time to time of the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules for the purposes of travelling allowance on transfer. Where both the husband and the wife are employees, the concession shall be admissible to the family on the scale admissible to the husband or wife and not both.

\* Provided, however, that the family shall include spouse and dependent children of an

employee even though the spouse and dependent children may have been left by the employee at a place other than his or her place of residence.

7. **Employee and family independent units** : An employee and his family members may travel either independently or together, as may be convenient to them and the claim for reimbursement in respect of the journey of the one need not depend on the journey performed by the other. The members of the family of the employee (other than those who actually accompany him) may either travel together, or separately in different groups, 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 such group provided the return journey is performed during the currency of the block in respect of which the first group performed its journey and the return journey of each group shall be completed within six months from the date of commencement of the outward journey by that group. This conditions may be relaxed in special cases by the Chairman or the Deputy Chairman /General Manager, Haldia Dock Project.

\*\* (2) Carry forward of leave travel concession would be permitted even if one group had availed of it during the block period itself, by other groups who have not availed of the concession, while availing of the concession to visit " any place in India" the employee and/or members (s) of his family, may visit the same place or different places of their choice.

8. **Home-town**: 'Home-town" means the permanent home-town or village as entered in the service book or other appropriate official record of the employee concerned or such other place as has been declared by him, duly supported by reasons (such as, ownership of immovable property, permanent residence of near relatives, e.g. parents, brothers, etc.) as the place where he would normally reside but for the absence from such a station for service under the Board. The criteria mentioned below may be applied to determine whether the employees' declaration of home-town may be accepted :

(i) Whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligation, and, if so, whether after his entry into service, the employee had been visiting that place frequently ;

(ii) Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there ;

(iii) Whether his near relatives are resident in that place;

(iv) Whether, prior to his entry into the Board's service, the employee had been living there for some years.

The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied. Where the employee or the family of which he is a member owns residential or landed property in more than one place, it shall be left to the employee to make a choice of any such place as his home-town giving reasons for the same, provided that the decision of the Head of the Department in which the employee is employed whether or not to accept such a place as the home-town of the employee shall be final. Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of declaration of home-town the presence of near relations should be of more or less permanent nature.

9. **Declaration of home-town** : (1) Every employee shall make a declaration of his home-town. A declaration already made by an employee under the regulations in force before the commencement of these regulations shall be treated as the declaration made by him or the purposes of these regulations. Every new entrant to the Board's service shall make a declaration as to his home-town before the expiry of six months from the date of his entry into the Board's service.

(2) The declaration made by an employee, other than a Head of the Department, shall be subject in each case to the acceptance by the Head of his Department who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary. The effective date of declaration of home-town shall be the date on which the employee made it and not the date of its acceptance by the Head of his Department or the date of communication conveying such acceptance. The declaration made by a Head of a /department shall be subject to the acceptance by the Deputy Chairman or the Chairman. A declaration made by an employee and accepted by his Head of Department, or the Chairman, as the case may be, under the regulations in force before the commencement of those regulations shall be treated as the declaration accepted by the Head of a Department or the Chairman for the purposes of these regulations.

(3) A declaration of home-town once made shall ordinarily be treated as final, but in exceptional circumstances the Head of a Department (and in the case of a Head of Department, the Chairman, or the Deputy Chairman) may authorize a change in such declaration provided that such a change shall not be made more than once during the period of service of the employee. In the case of persons on deputation to the Board, such requests shall be granted only with the approval of the lending authority.

(4) The declaration of the home-town made after the prescribed time limit may be accepted by the Head of a Department (and in the case of a Head of a Department, by the Chairman or the Deputy Chairman) against the one chance for changing the declaration and this will be treated as a final declaration of home-town and no further change of home-town will be allowed in such cases.

(5) The Head of Department may, for his own convenience, maintain a register of home-towns in respect of employees in that department.

(10.) **Journeys between places connected by rail** : (1) \*\*\*When travelling by railways, employees will be entitled to Class of accommodation as follows :-

Employees of the third grade - Sleeper Class

Employees of the fourth grade - Sleeper Class.

(2) The class of railway accommodation to which an employee and his family shall be entitled is the class to which he is entitled at the time the journeys are undertaken. It is permissible for an employee or his family or both to travel in a class higher or lower than that to which he or his family is entitled, in the former case, the Board's liability for the distance shall be restricted to the fare by the class to which the employee is entitled and in the latter case, the fare by the class in which the employee or his family had actually travelled.

(3) An employee or his family members may avail themselves of any concessional return journey tickets offered by the railway authorities (e.g., seasonal concession, students concession, etc.) in conjunction with the leave travel concession. It will be permissible while utilising such a concessional ticket to travel in any class, higher or lower, than the entitled class.\*The leave travel concession of the employee shall be regulated between the headquarters and the home town/ the declared place of visit by the shortest direct route by the class of accommodation actually used or entitled class, whichever is less".

(4)\*\*\* Deleted

(5)\*\*\* An employee (or his family members) normally entitled to travel by first class railway accommodation may travel either by Sleeper Class or Second Class and avail reservation facility. In such cases the extra cost incurred incurred for reservation shall be borne by the Board. An employee (or his

family members) normally entitled travel by Sleeper Class of railway accommodation will be entitled to reimbursement of reservation charges. An employee (or his family members) if travelled by Second Class will also be entitled to reimbursement of reservation charges for a seat (for day journeys).

(6) Employees of the third and fourth grades may travel by mail or express trains when availing themselves of the concession and may claim reimbursement accordingly. In such cases, a certificate to the effect that the journey was actually performed by a mail or express train should be recorded by the claimant on his travelling allowance claim.

(7) When an employee or any member of his family performs a journey by a long route (which is not the cheapest) in the different classes of railway accommodation, for example partly by first class to which he is entitled and partly by second class, the entitled class rate is admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage by such route.

(8) Where an employee or his family or both travels by air or by road or by steamer between two places connected by rail, the expenditure on the Board's assistance shall be limited to what would have been admissible had the employee or his family travelled by rail in the authorised class, or the actual expenses, whichever is less. \*(Deleted)

11. **Journeys between places not connected by rail** : (1) The Board's assistance for journeys between places which are not connected by rail shall be admissible to the employees for that portion of the journeys for which the leave travel concession is admissible as under.

(i) for the journey which is covered by a recognised transport system, the Board's assistance shall be on the basis of the fares actually charged by such a system for the appropriate class of accommodation; where there are more than one class of accommodation, the appropriate class may be determined as follows :

(a) where there are only two classes, employees drawing pay of Rs.500 per mensem or above shall be entitled to the higher class and those drawing pay less than Rs.500 mensem shall be entitled to the lower class:

(b) where there are more than two classes, employees drawing pay of Rs.500 per mensem or above shall be entitled to the highest class, those drawing less than Rs.500 per mensem but not less than Rs.260 per mensem shall be entitled to the second highest class and those drawing less than Rs.260 shall be entitled to the lowest class :

(ii) for the portion of the journey which is not connected by a recognised public transport, the Board's assistance shall be on the basis of the road mileage at the appropriate reduced rate as prescribed in the Government of India's order No.(1) below supplementary rule 46 in the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules for the Central Government servants of the corresponding grades.

In either case the amount of the Board's assistance should be calculated on the basis of actual fares, or mileage allowance, as above, as the case may be, at single rate for the employee himself and each entitled member of his family for whom full fares are payable and at half the rates for children between the ages of 3 and 12 years for whom half fares are payable.

(2) In respect of places which are not connected by rail, the employee may travel by steamer or air where an alternative means of travel is either not available or his more expensive. In such cases the Board shall bear the same proportion of cost as in the case of rail journeys.

(3) \* Animal transport like, Pony etc.- Between places not connected by any other means of transport, an employee can avail animal transport like, pony, camel, elephant etc. In such case mileage allowance may be allowed in respect of such journey @ 35 pais ♦ per kilometer if the animal was hired by him in full. If the animal was shared, the mileage allowance would be admissible at half of the rate i.e. 17 1/2 paise per kilometer or the actual expenditure, which ever is less.

12. **No incidentals admissible:** No incidental expenses shall be admissible for journeys performed under the concession.

13. **Concession based on shortest route :** The Board's liability for the cost of railway fare between Headquarters and the place visited by the employee or his home-town, as the case may be, shall be limited to the share of the fare by the shortest route calculated on a "through" ticket basis. The employee or his family members may travel by any route or halt anywhere on the way to or from the place visited by the employee, or home-town , as the case may be, but the Board's assistance shall be limited to their share of the fare as above.

\* (2) Where the shortest route is disrupted due to accidents or other causes, reimbursement of expenditure by the actual route travelled may be made with the approval of the Chairman or the Dy. Chairman.

\* (3) In case an employee actually performs journey by railway to Kanyakumari via Trivandram, Leave travel concession claim by that route may be admitted although this route is longer and more costly than the journey by rail to Kanyakumari via Tirunelveli.

14. **Journeys of weighted mileage for visiting home-town :** If for the entire leave travel journey or a part thereof an employee 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- Darjelling 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 the inflated rate, as the case may be), be more than the fare at ordinary rates, the employee concerned shall be entitled to the travel concession irrespective of the actual distance between his head quarters and the place visited by the employee or his home town, as the case may be. In such a case the amount reimbursable by the Board to the employee in respect of each journey shall be the cost of actual railway fare (inclusive of the passenger tax) from this headquarters to the place visited by the employee or his home town, as the case may be.

15. **Concession for one way journey :** The concession shall be admissible to the members of the employees' family with reference to the facts existing at the time of the forward and return journeys independently.

**Illustrations :(I) Entitled to reimbursement in respect of the outward journey only :** (i) A dependent son or daughter getting employment or getting married after going to home-town or remaining there for prosecution of studies.

(ii) The family having performed the journey to home-town have no intention of completing the return journey from home-town, provided the employee forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

**(II) Entitled to reimbursement in respect of return journey only :** (i) A newly married wife coming from home-town to Calcutta or a wife who has been living at home -town and did not avail herself of the leave travel concession in respect of the outward journey.



- (ii) A dependent son or daughter returning with parents or coming alone from home-town where he or she has been prosecuting studies or living with grand-parents etc.
- (iii) A child who was previously below three or twelve years of age, but who has completed three or twelve years of age only at the time of the return journey.
- (iv) A child legally adopted by an employee while staying in the home-town.

16. **Concession restricted within India** : (1) The concession shall be restricted to journeys within India and shall be admissible for journeys between places connected by rail or partly connected by rail and partly connected by road or by steamer services and not connected by rail.

(2) An employee who declares, subject to the satisfaction of the Head of his Department, that his home-town is outside India shall be entitled to the concession for visiting his home-town. The Board's assistance in such a case shall be limited to the share of the fares for journey (i) up to and from the railway station (by the shortest route) nearest to the home-town in India or (ii) the railway station for the nearest port of embarkation/disembarkation in India.

\* (3) For journey to Port Blair under Leave Travel Concession, the journey upto the port of embarkation will be regulated as usual. From the port of embarkation to Port Blair, the employee will be entitled to the cost of sea passage by the entitled class as follows :-

- (a) First grade employee drawing pay of Rs3475 or more per month - De-luxe Cabin.
- (b) Other first grade employees 1st Class Cabin.
- (c) Second Grade employees 2nd Class (A) Cabin.
- (d) Third Grade employees - 2nd Class (B) Cabin
- (e) Fourth Grade employees - Bunk.

Explanation : In this regulation, "nearest port" means the port in India nearest to the home-town of the employee.

17. **Nature of leave** : \* (1) The concession shall be admissible for journeys performed by the employee during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay, or extraordinary leave or special casual leave or casual leave irrespective of its duration. The concession shall not be admissible to an employee who proceeds on regular leave including medical leave, leave on average pay, earned leave, leave on half average pay, or extraordinary leave or special casual leave or casual leave, as the case may be, and then resigns his post without returning to duty. The above mentioned conditions of leave shall not apply to journeys performed by the members of family of the employee. .

(2) \* The concession shall be admissible to an employee and his family both ways during leave preparatory to retirement; provided the return journey is completed before the expiry of the leave preparatory to retirement. No concession shall be admissible to an employee and his family during refused leave and terminal leave.

(3) An employee or his family members or both shall be entitled to the concession irrespective of

the actual period of his stay in his home-town.

\* (4) If the leave applied for by an employee is refused in writing by the authority competent to sanction the same in the interest of work and if it is also certified by that authority that leave cannot be granted at any time during the calendar year, the concession may granted in respect of the family of the employee during that year. In that case the concession will be deemed to have lapsed for that occasion so far as the employee himself is concerned.

\* (5) If an employee in under suspension, the leave travel concession shall be admissible only to the family of the employee.

18. **Contract employees:** Every employee appointed on contract basis shall be eligible for the concession on completion of one year's continuous service if the period of contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract shall be taken into account for this purpose. The grant of the concession to employees on contract shall be subject to the condition -

(i) that the successive blocks of two years, or the successive blocks of four years, in the case of such employees shall be reckoned from the actual dates of their joining posts under the Board.

(ii) that the appropriate administrative authority certifies at the time the employee concerned avails himself of the concession that he is likely to serve under the Board for a period of two years, or four years, as the case may be, from the date of his joining a post, under the Board. The admissibility of the concession during the subsequent two-year period, or four-year period, as the case may be, will also be subject to similar conditions.

19. **Retired employees re-employed:** Retired employees who are re-employed are eligible for the concession on completion of one year's continuous service, subject to the conditions laid down in regulation 18. 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 this concession and the concession allowed for the re-employed period (provided that the concession would have been admissible to the employee had he not retired).

20. **Mode of preferring claims :** \* Cash reimbursement to the extent of the full fare shall be made on presentation of claims in travelling allowance bill forms with the usual certificate to the effect that they had actually performed such journeys and travelled by the class of accommodation not lower than the one for which reimbursement is claimed.

21. **Prescribed certificates :** Two certificates, one from the concerned Head of Department and the other from the employee, as early as possible, as at Annexures A and B, shall be submitted to the Accounts Officer along with travelling allowance bill for travel concession.

22. **Obligatory evidence :** The employee shall inform the Head of his Department or an officer designated by the Head of Department in this behalf, before journeys for which assistance under these regulations is claimed are undertaken,; He shall also produce such evidence of his having actually performed the journeys, for example, serial numbers of railway tickets, cash receipts, as the Accounts Officer may prescribe from time to time. Relaxation of a minor nature, viz, in respect of production of serial numbers of railway tickets or cash receipts for railway tickets, prior intimation to the Head of Department before the journeys are undertaken by the employee or their families or both under these regulations may be made by the Head of Department, Deputy Chairman or Chairman, if he is otherwise satisfied in regard to the genuineness of the claim and the bona fides of the journey having been performed.

23. **Record of assistance** : A record of all assistance under these regulations shall be suitably maintained. The record should be in the form of entries in the service sheet or other appropriate record and should indicate the date or dates on which the journey or journeys commenced. The authority responsible for the maintenance of the service sheet shall ensure that whenever an employee proceeds on leave and avails of the concession the fact that he has done so is indicated in the record.

24. **Advance** : To enable the employee to avail of the travel concession, an advance may be made on the following terms and conditions, namely :

(a) the amount of advance in each case shall be limited to \*90 per cent of the estimated amount which the Board would have to reimburse in respect of the cost of journeys both ways :

(b) where the employee and members of his family avail themselves of the travel concession separately, i.e., at different times, the advance may be drawn separately to the extent admissible and adjustment of claims may be made separately. Where, however, a consolidated advance is drawn by the employee in respect of the members of his family, the adjustment claims shall be drawn in a single bill ;

(c) the advance may be drawn for both the outward and return journeys of the employee or the members of his family or both at the time of commencement of the outward journeys, provided that the period of leave taken by the employee or the period of anticipated absence of the members of their family does not exceed ninety days. Where the period of leave or the period of anticipated absence exceeds the said limit, the advance may be drawn for the outward journey only. Where an advance has been drawn for both the outward and return journeys and later it becomes clear that the period of absence of either the employee or the employee's family from Calcutta is likely to exceed the said limit, one half of the advance should be refunded to the Board forthwith ;

(d) the advance in respect of the temporary employees and their families will be sanctioned subject to the production by them of surety of a permanent employee;

(e) the advance will have to be refunded forthwith if the outward journey is not commenced within \*Sixty days of the grant of the advance ;

(f) the travelling allowance claim in adjustment of the advance drawn should be prepared within one month of the completion of the return journey;

(g) the account of advance drawn for leave travel journeys will be rendered after completion of the journeys in the same way as for an advance of travelling allowance on tour;

(h) The adjustment of the advance will be watched through appropriate registers by the Accounts Officer.

24. A. The right of an employee for reimbursement of L.T.C. Claim where no advance was drawn by him, shall stand forfeited or be deemed to have been relinquished, if the claim is not preferred within 3 months of the date of completion of the return journey, In cases where advance has been drawn towards L.T.C., the final bill will have to be preferred within one month of the completion of the return journey. If that is not done, the entire advance should be recovered in lump sum after which it will be taken as if no advance had been drawn and the claim allowed to be preferred within a period of 3 months on completion of the return journey, failing which it shall stand forfeited.

24. B. Chairman or Deputy Chairman may condone delay in preferring L.T.C. claims by the employees depending upon the merit of each individual case.

25. **Head of Accounts** : The expenditure on the concession shall be debited to the respective cost center under type 525, "Leave Travel Concession".

26. **Interpretation**: In all cases of doubt regarding the applicability of these regulations to any employee or their interpretation, the decision of the Central Government shall be final.

27. **Repeal and saving**: All regulations corresponding to these regulations and in force immediately before the commencement of these regulation and hereby repealed save and expect that "P.T.O. Concession Scheme" shall continue in force till such date it is necessary to continue it for the purpose of clause 3 (3) above, provided that any order made or action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations

\* Deleted/Substituted/inserted by First Amendment Regulations.

\*\* Deleted/ Substituted/Inserted by Second Amendment Regulations.

\*\*\* Deleted/ Substituted/Inserted by Third Amendment Regulations.

**NOTE** : - C.P.T. employees' (Leave Travel Concession) Regulation, 1976 were approved by the Central Government vide notification No. GSR 1272 dated the 3rd September, 1977 and published in the Calcutta Gazette dated the 17th November, 1977, C.P.T. Employees' (Leave Travel Concession) First Amendment Regulations, 1989 were also sanctioned by Government vide G.S.R No.644(E), dated the 26th June, 1989 and published in the Gazette of India (Extraordinary) dated the 26th June, 1989, C.P.T. Employees' (Leave Travel Concession) Second Amendment Regulations, 1993 were sanctioned by Government vide G.S.R. No.65(E) dated the 12th February, 1993 and published in the Gazette of India (Extraordinary) dated the 12th February, 1993, C.P.T. Employees' (Leave Travel Concession) Third Amendment Regulations, 1994 were sanctioned by Government vide G.S.R. No.101(E) dated the 18th February, 1994 and published in the Gazette of India (Extraordinary) dated the 18th February, 1994.

## ANNEXURE- A

### Certificate to be given by the Head of a Department

(See regulation 21)

Certified that -

(1) Shri/Shrimati/Kumari (name of the employee) .....has rendered continuous service for one year or more on the date of commencing the outward journey.

(2) the necessary entries as required under regulation 23 have been made in the service sheet of Shri/Shrimati/Kumari .....

Date.....

.....

Signature of Head of Department.

### ANNEXURE-B

Certificate to be given by an employee

(See regulation 21)

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of the block of .....years 19..... to 19..... to 19.....
2. I have already drawn travelling allowance for the leave travel concession in respect of a journey performed by me/my wife with .....children/.....children.. This claim is in respect of journey performed by my wife/myself with children/ .....none of whom travelled with party on the earlier occasion.
3. I have not already drawn travelling allowance for the leave concession in respect of journey performed by me/my wife with .....children/.....children in respect of the block of .....years 19.....to 19.....and 19.....to 19..... This claim is in respect of the journey performed by my wife/myself with .....children/.....children, none of whom availed of the concession relating to the block.
4. I have already drawn travelling allowance in respect of a journey performed by me in the year 19.....to 19.....in respect of block of .....years 19.....to 19.....and 19.....to 19..... This claim is in respect of the journey performed by me in the year 19.....to 19.....This is against the concession admissible once every year in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with.....children/.....children to the declared home-town, viz.
6. That my husband/wife is/is not employed in Board's service and the concession has not been availed of by him/her separately for himself/hereself or for any of the family members for the concerned block of .....years.

Date.....

.....

Signature of the employee

K.N.GANGULY,

SECRETARY.

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