

IX. SPECIAL CONDITIONS FOR GRANT OF ADVANCES IN CONNECTION WITH THE LEAVE TRAVEL CONCESSION

Rule 52. (1) The Head of Office may sanction advances to Government servants to enable them to avail of Leave Travel Concession. Heads of Offices who are not their own Controlling Officers may be sanctioned advances by the next higher authority.

Rule 52. (2) The following provisions shall regulate the grant of advances:

(i) The amount of advance in each case shall be limited to 90% of the estimated amount which Government would have to reimburse in respect of the cost of journeys both ways;

(ii) Where the Government servant and members of his family avail themselves of Leave Travel Concession separately, that is, at different times, there would be no objection to the advance being drawn separately to the extent admissible;

(iii)(a) The advance may be drawn for both the forward and return journeys of the Government servant and/or the members of his family at the time of the commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or 90 days;

(b) Where the period of leave or the period of anticipated absence exceeds three months or 90 days, the advance can be drawn for the forward journey only;

(c) Where an advance has been drawn for both the forward and the return journeys and later it becomes clear that the period of absence either of the officer or of the officer's family from headquarters is likely to exceed three months or ninety days, one-half of the advance shall be refunded to Government forthwith;

(iv) The advance in respect of temporary Government servants and their families shall be sanctioned subject to the production by them of surety of a permanent Central Government servant;

(v) Where it is proposed to perform the initial part of the outward journey by rail, the advance, may be granted sixty days before the proposed date of the journey, but shall have to be refunded forthwith if the Government servant is not able to produce cash receipt from Railways to show that he has utilized the amount of advance for the purchase of ticket(s) within ten days of the drawal of advance. Where the initial part of the outward journey is proposed to be performed otherwise than by rail, the advance may be granted thirty days in advance of the proposed date of the journey. But the advance shall have to be refunded forthwith, if the outward journey is not commenced within thirty days of the grant of advance.

GOVERNMENT OF INDIA'S DECISIONS

(1) **Advance to employees in A & N islands for availing free sea passage facility.**- The employees of the A & N and Lakshadweep Islands and Central Government employees posted in these Islands who are entitled to avail the annual free Sea Passage

between Islands and Mainland as a condition of their service may be given an advance limited to 90% of the estimated amount which Government should have to reimburse in respect of the cost of the journeys both ways. Other terms and conditions laid down in Rule 52 of this Compendium, as amended from time to time would also apply.

[G.I., M.F., O.M. No. F. 17 (4)-E. II (A)/85, dated the 8th September, 1986.]

(2) Claim for LTC to be preferred within three months of completion of the journey.- On a review of the existing provisions relating to submission and settlement of travelling allowance claims under the Leave Travel Concession Scheme, it has been decided that in cases where no travel advance had been drawn, the period within which a Government servant should submit his claim on completion of the return journey should be reduced from one year to three months. Accordingly, the right of a Government servant for reimbursement of his Leave Travel Concession 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 three months of the date of completion of the return journey. In cases where advance has been drawn towards LTC, the final bill will have to be preferred within one month of the completion of return journey. If that is not done, the authority which sanctioned the advance should enforce lump sum recovery of the advance forthwith and once such recovery is made, it should be taken as if no advance had been drawn and the claim allowed to be preferred within a period of three months, failing which it shall stand forfeited in terms of these orders.

[G.I., Dept. of Per. & Trg., O.M. No. 31011/28/86-Estt. (A), dated the 26th March, 1987.]

(3) Head of Account.-The amount of advance will be debited to the sub and detailed head "Salaries" subordinate to the appropriate final Head of Account to which the pay, etc., of the Government servant concerned is debited and the adjustment of the advance will be watched through Objection Book by the Audit Officer/Accounts Officer concerned.

(4) Grant of advance to Officer on deputation coming on reversion to parent office.- The procedure for the grant of advance for Leave Travel Concession to an officer on deputation who, immediately on reversion to his parent office, wishes to proceed on leave and to join the parent office on the expiry of such leave shall be as follows:

(a) In the leave application of the reverting officer, the fact that he would be availing of the Leave Travel Concession during the period of leave will have been mentioned by him. The Borrowing Department may, while forwarding the leave application to the Lending Department for sanction, inform the latter Department that, in the event of leave being sanctioned, they would sanction advance to the extent admissible under, and subject to, the conditions laid down in Rule 52 and Government of India's Decision (1) above. On receipt of intimation regarding sanction of leave, the Controlling Officer for T.A. purposes in the Borrowing Department, in respect of the officer availing of the Leave Travel Concession may sanction the advance and endorse a copy to the Lending Department, which will keep a watch on the adjustment of Leave Travel Concession advance.

(b) The procedure in (a) above may be made applicable in the event of the reverting officer applying for leave and intending to avail of, during the leave, the Leave Travel Concession himself or with any or all members of his family, if during the period of leave in question, any or all members of his family alone intend to avail of the concession and not the Government servant himself, even then the procedure at

(a) above may also be made applicable.

(c) The Leave Travel Concession advance granted by the Borrowing Department will be adjusted against the account of the Department/Office which is *ultimately* liable to the expenditure on account of the LTC availed of by the Government servant concerned and/or his family.

[G.I., M.H.A., O.M. No. 43/9/64-Ests. (A), dated the 7th December, 1965]