

New Mangalore Port Trust Employees' (Leave Travel Concession) Regulations, 1980

(Corrected upto 30.11.2037)

**NEW MANGALORE PORT TRUST EMPLOYEES
(LEAVE TRAVEL CONCESSION) REGULATIONS 1980**

In exercise of the powers conferred by section 126, read with section 28, of the Major Port Trust Act, 1963 (38 of 1963), the Central Government hereby makes the following regulations, namely:-

1. **Short title and commencement.-**
 - (1) These regulations may be called the New Mangalore Port Trust Employees (Leave Travel Concession) Regulations, 1980.
 - (2) They shall come into force on the 1st day of April, 1980.
2. **Definitions.-** In these regulations, unless the context, otherwise requires:-
 - (a) "Accounts Officer" means the Financial Adviser and Chief Accounts Officer of the Board;
 - (b) "Board" "Chairman" "Deputy Chairman" and "Head of Department", shall have the meaning respectively assigned to them in the Major Port Trusts Act, 1963.
 - (c) "Concession" means the leave travel concession admissible under these regulation;
 - (d) "employee" means an employee of the Board;
 - (e) "family" shall have the meaning as assigned to it in Supplementary Rules 2(8) for purpose of Travelling Allowances on transfer. The definition of the "family" applicable for the Purpose of Leave Travel Concession to visit home town also applies to Leave Travel concession to visit any place in India.
 - (f) "Home town" means, the town, village or any other place declared as such by the employee and accepted by the Controlling Officer.
 - (g) "Once in a period of two calendar years" means once in each block of two calendar years starting from the year 1980. Thus the concession on the first occasion is admissible during the block of two consecutive calendar years 1980 and 1981. The concession on subsequent occasion shall be admissible at any time during the blocks 1982 and 1983 and 1984 and 1985 and so on. See also explanation to sub-regulation(h)
 - (h) "Once in a period of four-calendar years " means once in a period of four calendar

years beginning from the calendar year 1980. Thus the concession on the first occasion is admissible during the block of four consecutive years 1980-83 and on the subsequent occasion at any time during the block 1984-87, 1988-91 and so on.

Explanation:- Those employees who were already enjoying the benefit of leave travel concession under the Government of India rules before the commencement of these regulations, the years of two and four as the case may be as applicable to them shall be continued for the purpose of regulating leave travel concession under sub-regulations (g) and (h)

The term "shortest route" shall have the same meaning as recognised for travel on duty.

"entitled class of accommodation" means the class of accommodation decided by the class to which an employee is entitled under the Travelling Allowance rules, at the time the journey is undertaken.

Extent of applications:- (1) The concession is admissible to the Board employees of all grades including-

The industrial and work - charged staff who are entitled to regular leave.

The officers appointed on a contract basis if the period of contract is more than one year, and re-employed officers on completion of one year's continuous service:

Who are employed under a State Govt. and who on deputation with the Central Govt.

The concession is not admissible to persons who are:-

Not in the whole-time employment of the Board; or

Paid from contingencies.

Persons in casual and daily rated employment.

Persons eligible to any other form of travel concession available during leave otherwise

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

Explanation:- 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) A Board employee under suspension cannot avail of Leave travel Concession if he himself only proposes to undertake the Journey. No advance therefore, can be granted to him for this purpose. The family of a Board employee under suspension may, however avail of leave concession independently of him. Leave Travel Concession advance for the purpose may be granted subject to fulfillment of all other conditions in this regard.

In the case of persons belonging to category mentioned in clause (b) and (c) of sub. Reg(1) the leave travel concession shall be admissible on completion of one year's continuous service under the Port Trust Boards and provided that it is certified by the appropriate administrative authority that the employees concerned is likely to continue to serve under the Port Trust Board for a period atleast two years in the case of Leave Travel Concession to home town and atleast 4 years in the case of leave travel concession to any place in India to be reckoned from the date of joining the post under the New Mangalore Port Trust

4. **Officers appointed on contract basis:-** Officers appointed on contract basis shall be eligible for the concession on completion of one year continuous service if the period of the contract is more than one year. Where the initial contract is for one year but is latter extended, the total duration of the contract will be taken into account for this purpose. The grant of the concession shall be subject to the condition laid down in regulation 5.
5. **Re-employed Officers:-** (1) Re-employed officers shall be eligible for the concession on completion of one year's continuous service and subject to the conditions laid down below:-
- (a) The successive blocks of two calendar years in the cases of such employees shall be reckoned from the actual dates of their joining the posts under the Board.
- (b) The appropriate administrative authority certifies at the time the employees concerned avails himself of the leave travel concession that he is likely to continue to serve under the Board. The admissibility of the concession during the subsequent two years period shall also be subject to a similar condition.

- 2) In the case of re-employment immediately after retirement, the period of re-employment service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period:

Provided the travel concession should have been admissible to the re-employed officer, had he not retired but had continued as a serving officer.

A re-employed officer can also avail of the concession to visit any place in India provided he completes one year's continuous service after re-employment and the administrative authority certifies that he is likely to serve for a period of four years from the date of his initial re-employment. In case of re-employment immediately after retirement without break, the period of re-employment service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided the concession would have been admissible to the re-employed officer had he not retired. Thus if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he would not be given further concession till the expiry of the identical block of four years.

Officers deputed for training.- When an officer is deputed for training in India or abroad, the concession shall be admissible as follows:

Training in India- (i) If the headquarters are changed during the period of training, the concession for self and family shall be between the station of training and the home town:

If the headquarters are not changed during the period of training the concession for self shall be from the station of training to home town and back either to the same station or to the headquarters for the journey actually performed. For the family, the concession shall be between headquarters and home town only.

Training abroad- (i) For the officer himself, Board's liability shall be limited to what is admissible if he had undertaken the journey from the headquarters (from which he proceeded for training abroad) or the headquarters declared under Supplemental Rules 59, to the home town and back.

For members of the family, the headquarters from which he proceeded on training shall be treated as the starting point for the onward journey for the purpose of the concession.

- (3) Admissibility of leave travel concession to visit any place in India to State/Central Government servants on deputation to the New Mangalore Port:- If an officer of a State/Central Government is entitled to leave travel concession to visit home town in accordance with the provision in this regard, he can utilise this concession either to visit his home-town or exchange it for the concession to visit any place in India, subject to the condition that the administrative authority concerned should certify that he is likely to serve the Board for a period of 4 years. If the officer concerned is not entitled to leave travel concession to home-town on account of the home-town being within the minimum distance provided in this regard, he can avail of the leave travel concession to visit any place in India only if the appropriate administrative authority certifies that he is likely to serve the Board for a period of 4 years reckoned from the date of his joining the Board.

7. Types of Leave Travel concession:-

- (a) The Leave Travel Concession to home --town shall be admissible, irrespective of the distance between Headquarters of the employee and his home-town once in the block of two calendar years, such as 1980-81, 1982-83, and so on.
- (b) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the Headquarters of the employee once in a block of four calendar years, such as 1980-83, 1984-87 and so on,

Provided that in the case of an employee to whom leave travel concession to home-town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of and adjusted against the leave travel concession to home-town available, to him, at the time of commencement of the journey.

- (c) An employee whose family lives away from him at his home-town may in lieu of all concession under this scheme including the leave travel concession to visit any place in India once in a Block of four years which would otherwise be admissible to him and members of his family choose to avail of leave travel concession for self only to visit the Home Town every year
- (d) An employee and members of his family availing of leave travel concession may travel in different groups at different time during a block of two or four years as the case may be. The concession so availed of will be counted against the block of two year or four years within which the outward journey commenced even if the return journey was performed after the expiry of the block of two years or four years. This

will apply to availing of leave travel concession carried forward in term of sub regulation(e).

An employee who is unable to avail of the leave travel concession within a particular block of two year or four years may avail of the same within the first year of the next block of two year or four years. If an employee is entitled to leave travel concession to home town, he can carry forwarded the leave travel concession to any place in India for a Block of four years only if he has carried forward leave travel concession to home town in respect of the second block of two years within the block of four years.

Explanation: The expression "any place in India" will cover any place within the territory of India, whether it is on the mainland or overseas.

Concession applicable to family:- (1) The family members need not accompany the employee or even travel in the same calendar year in which the employee travels. The family members will get the concession independently whether the employee avails of it or not. The members of the family of an employee 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 group:

Provided that the different groups performed the journey during the currency of the block year in which the first group performed its journey.

Provided further that carry forward of the concession should be permitted even if the group has availed of it during the block period itself and other groups who have not availed of the concession.

-) The concession is admissible to the member of an employee's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustration namely:-

Entitled to reimbursement in respect of the outward journey only:-

- F) The dependent son/daughter if gets employment or married after going to home town or remains there for prosecution of studies: or
- F) The family if having performed the journey to home-town, provided the employee foregoes in writing the concession in respect of the return journey if performed by family members at a subsequent date.

II Entitled to reimbursement in respect of the return journey only:-

- (i) A newly married husband/wife coming from home town to headquarters station or a husband/wife who has been living long at home town and did not avail of the leave travel concession in respect of the outward journey:
- (ii) A dependent son/daughter returning with parents or coming alone from home town where he/she has been prosecuting studies or living with grand parents etc.,
- (iii) A child who was previously below three years of age but has completed three at the time of the journey.
- (iv) A child legally adopted by an employee while staying in the home town.

NOTE: A child who was below twelve at the time of the outward journey but has completed twelve at the time of return journey shall be entitled to half fare for the return journey.

Explanation.- While availing of leave travel concession to visit any place in India, the employee and/or members of his family may visit the same place or different places of their choice..

- (3) In the case of husband and wife who are both employees, he or she can avail of the travel concession as a family member of the employee. This condition applies only when the wife or husband is residing separately, they can claim the concession independently as two separate employees, according to his or her own entitlement
- (4) Where an employee and his family perform journeys separately, there is no objection to his presenting separate claims.
- (5) Children of employees wholly dependent on them but living away from them in hostels for studies can avail L.T.C as members of the employee's family both to home town and any place in India. In these cases, the claim will be limited to the amount admissible from the place of study to home town any place in India and back to the headquarters of the employee whichever is less.

9. **Home Town.**---- (1) The correct test to determine whether a place declared by an employee may be accepted as his home town or not is to check whether it is the place where the employee would normally reside but for his absence from such a station for service under the Board. The criteria mentioned below may, therefore, be applied

to determine whether the declaration may be accepted namely;

- will) Whether the place declared by the employee is the one which requires his physical
regu presence at intervals for discharging various domestic and social obligations, and if
An t so whether after his entry into service, the employee had been visiting that place
of t frequently:
- yea) Whether the employee owns residential property in that place or whether he is a
can member of a joint family having such property there; or
onl
blo) Whether his near relations are permanently residing in that place : or
- Ex Whether prior to his entry into Board service, the employee had been living there for
te some years.

C NOTE 1:- The criteria, one after other, need to applied only in cases where the
th immediately preceding criterion is not satisfied.

NOTE 2:- Where property is owned in more than one place the employee may
choose any one place giving reasons for the choice, but the decision of the Controlling
Officer whether or not to accept such a place as the home town of the employees shall be
final.

NOTE 3:- Where the presence of near relations at a particular place is to be the
deciding criterion for the acceptance of the declaration of home town, the presence of
near relations should be a more or less of permanent nature.

NOTE 4:- The declared place of visits can be changed if an employee so desire,
with the approval of the controlling authority, before the commencement of the journey.
The declared place of visit cannot be changed after the commencement of the journey.
Exception can, however, be made where it is established that the request for change in the
place of visit could not be made before the commencement of the journey owing to
circumstances beyond the control of the employee concerned. This relaxation can be
granted by the Head of Department. If the employee while proceeding under 4 years L.T.C.
to declared destination had to stop at a particular station enroute and hence could not visit
the declared station due to circumstances beyond his control, his claim may be admitted
provided that such intermediary station is enroute to his declared destination.

Where the husband and wife are both employees they shall be treated as a single
family unit and should declare only one place to be their home town which shall be

the same place for both of them. In making the declaration, it is open to them to choose the home town, of the parents of the husband, or the home town of the parents of the wife, or an entirely different place, to be their home town, as may fit in with their traditions and personal needs. But having once declared a place to be their home town, that place shall be treated as their joint home town for all times.

- (3) (i) The declaration shall in every case be made to the authority who had been declared to be the Controlling Officer in respect of the employee for travelling allowances claims. Persons who enter the Board's service in future should make such declaration before the expiry of six months from the date of entry into service. No particular form of declaration has been prescribed.
- (ii) An Officer who is his own Controlling Officer for purpose of travelling allowances shall make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance.
- (iii) The declaration is subject to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.
- (iv) The declaration shall be kept on the service book.
- (v) It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by an employee initially may be accepted and detailed check may be applied only when he seeks a change.
- (vi) The declaration of home town once made shall ordinarily be treated as final. In exceptional circumstances the Head of the Department, the administrative Ministry may authorise a change in such declaration:
- Provided that such a change shall not be made more than once during the service of an employee. (If the employee himself is the Head of the Department).
- (4) If an employee's home town is outside India, the concession is admissible up to the Indian Railway Station or Port nearest to his home town.

Explanation. - - - Whenever an employee proposes to avail of leave travel concession to visit any place in India in block of four years either for himself and/or a member/member of his family, he has to declare the intended place of visit as and when the concession is proposed to be availed of by the employee and/or members of his family. In the case may be, must visit the place in order to be eligible for making the claim. While the employee and/or member/member of family is/are free to go by any route to the declared place of visit, but the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

The special supplementary charges levied by the Railways for travel by Super Fast Express Trains in reserved accommodation may also be reimbursed in respect of journey on Leave Travel Concession.

Calculation of claim.

Entitlement (A) Journey by rail-

For Travel by train under leave travel concession, entitlement to different classes of accommodation shall be as under-

Employee in receipt of pay Rs. 2,800/- and above per month	Second class Air Conditioned 2 tier sleeper/First Class
Employee in receipt of pay Rs. 1400/- and above per month but less than Rs. 2800/- per month	First Class / A.C Chair Car.
Employee in receipt of pay less than Rs. 1400/- per month	Second class sleeper.

Journey by road.

The assistance by the Port Trust Board towards the cost of journeys between places not connected by rail will be admissible to the employee as under-

Where public transport system with vehicles running between fixed points, at regular intervals and charging fixed rates exists, the assistance is the fare actually charged for such a system for the appropriate class of accommodation of the transport system.

Note: "Appropriate Class" means as follows:

- (a) Officers entitled to Travel by I Class on rail By any type of bus including super deluxe, deluxe, express etc. but excluding air conditioned bus.
- (b) Other officers By ordinary bus only. The claims for travel in express bus may also be admitted if the journey is actually performed by such bus on account of non-availability of seats in ordinary bus
- (ii) Where a public transport system as aforesaid does not exist, the assistance will be regulated as in the case of journeys undertaken on transfer.
- (iii) Notwithstanding anything contained in Clause (A) or sub clauses (i) and (ii) of Clause (B) where an employee travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charge or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired) or a bus, van or other vehicle owned by private operations.
- (C) By air: The employee may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.
- (D) In regard to places in territory of India connected by shipping services, the entitlement of an employee to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.
- (E) Travel between Places not connected by any means of transport.

For travel between places not connected by any other means of transport, an employee can avail of animal transport like pony, elephant, camel etc., In such cases mileage allowance will be admissible at the same rate as for journeys on transfer.

(2) Reimbursement.

Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

Where the shortest route by which the journey is required to be performed is interrupted due to accidents or other causes, the Controlling Officers may allow reimbursement of fare for the actual route travelled.

When the journey is performed by a longer route, which is not the cheapest in any of the different classes e.g. partly by I class to which he is entitled and partly by II Class, the entitled class rate will be admissible for the corresponding proportion of the shortest or cheapest route and the lower class rate for the remaining mileage by such route.

There is no objection to an employee or his family members availing themselves of concessional circular trip tickets offered by the authorities in conjunction with leave travel concessions. In such cases the official will be entitled to reimbursement of the fare for the entitled/lower class or by the class actually used on the shortest route between Headquarters and home town/declared place of visit whichever is less.

When journey is performed in Yatra special train by purchasing ticket inclusive of the cost of board etc., the claim will be regulated with reference to the declared place of visit. If the amount of claim calculated on the basis of shortest direct route between the Headquarters and the declared place of visit by the entitled class or lower class (if the journey was performed by lower class in the Yatra Special) is less than expenditure incurred for purchasing a seat in the Yatra special the former amount will only be reimburseable.

Journeys to Port Blair.

The journey to port of embarkation will be regulated as usual. From the port of embarkation to port Blair the entitlement will be as below:

Basic Pay	By M.V. AKBAR	M.V. NAJID	Other than M.V. AKBAR
Rs. 3500/- and above	Deluxe class with attached toilet.	I class	Deluxe cabin

incident	Rs. 2,800/-	to	First class with	I class	First Class cabin
expense	Rs. 3,499/-		common toilet		
a through	Rs. 1,900/-	to	A.C. Dormitory	II class	Second class 'A' cabin
	Rs. 2,799/-				
formed	Rs. 1100/-	to	-do-	Reclining chair/sofa	Second class 'B' cabin
ay allotted	below Rs. 1100/-		Bunk class	Floor sitting	Bunk class

Special rail fares on certain routes.

If an employee has to pay railway fare on the basis of an assumed or weighted (as for example, on Kalka-Simla section) or at inflated rates (as for example, on Darjeeling section) he will be reimbursed the actual fare.

Concessions offered by Railway authorities (e.g. seasonal concessions, student's concessions return ticket etc.) may be availed of in conjunction with the L.T.C.

Note: In the event of non-availability of direct Trains having 1st class or A.C. chair facility, the employee under category (1) (A) (ii) shall be eligible for reimbursement of 1st Class AC2 Tier sleeper charges paid by them for such travel.

Class of accommodation.- (1) For the purpose of travel concession during leave, the grade is decided by his status on the date of the journey itself.

He travels in a higher class than that to which he is entitled, Board's assistance for the portion beyond the initial distance where the travel concession is to Home Town, shall be restricted to the fare of the appropriate class for the journey or portion of the journey as the case may be.

If he travels by lower class, the assistance shall be based on the lower class fare actually paid.

If an employee may travel in any class, the Board's assistance shall be limited to the fare of the accommodation of the entitled class and/or the lower class, to the extent actually used.

AKBAR The concession shall be admissible to the family on the scale admissible to the husband or the wife, and not both.

- (6) Special supplementary charges levied received by the Railway from those travelling by super Fast Express Trains in reserved accommodation, is also reimburseable under the L.T.C. in the same way as the amount of rail fares.
 - (7) The extra cost incurred for the reservation charges will be borne by the Port Trust Board.
 - (8) Cost of telegrams charges paid to Railway authorities for reservation of berth of trains in case of journeys on L.T.C. is not reimburseable.
12. **Combination of Leave Travel Concession with transfer or tour.-** (1) An employee travelling from old head-quarters to home town and to new head-quarter shall be eligible for minimum entitlement of transfer travelling allowance under supplementary Rule 124 or 126 as the case may be, and in addition the concession under these regulations to the extent of $x+y=z$ kilometres (Where X is the distance from old headquarters and Z is the distance for which transfer travelling allowance is admissible). If the distance for which the concession as admissible above is negligible it is open to the employee not to avail of the concession without prejudice to his title for the concession later subject to usual conditions. In such a case the advance, if any, taken should be adjusted in his transfer travelling bill.
- 2) (a) From tour station to home and back to head-quarters.- An employee is eligible for (i) travelling allowance as on tour for the journey from head-quarters to the tour station and (ii) leave travel concession for the journey from tour station to home town and back to head-quarters "deeming the tour station as the starting point for the onward journey-the concession being limited to journey from head-quarters to home and back.
 - b) From home town to tour station and back to head-quarters.- An employee is eligible for leave travel concession from Head quarters to Home town and travelling allowance on tour from home to tour station and back to head quarters.
1. The right of an employee for reimbursement of leave travel concession claim stands forfeited or deemed to have been relinquished, if the claim for it is not preferred within one year of the date of completion of the return journey.

14. **Grant of advances.-** (1) Advances are granted to employees to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to 90% of the estimated amount which Board would have to reimburse in respect of the cost of the journey both ways.
- (2) If the family travels separately from the employee, the advance may also be drawn separately to the extent admissible.
- (3) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the employee or the period of anticipated absence of the members of the family does not exceed three months or 90 days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- (4) If the limit of 3 months or 90 days is exceeded after the advance had already been drawn for both the journeys, one half of the advances shall be refunded to Board forthwith.
- (5) Advances to temporary employees are sanctioned subject to production of surety of a permanent employee.
- (6) Advances may be sanctioned by the head of office. Officers who are their own Controlling Officers may sanction such advances for themselves.
- (7) The account of the advance drawn under this scheme shall be rendered after completion of the journeys in the same way as for an advance of travelling allowance on tour.
- (8) The advance shall be refunded in full if the outward journey is not commenced within 30 days of the grant of advance.
- (9) The travelling allowance claim in adjustment of the advance shall be prepared within one month of the completion of the return journey.
- (10) Separate advance for different batches may be adjusted by separate claims. - A consolidated advance should, however, be adjusted in single bill.

- (11) In the case of an officer on deputation who avails of leave travel immediately on reservation but before joining his parent office, the department may grant the advance in consultation with the lending department and endorse a copy of the order to the lending department to enable them to make adjustment of the advance.
- (12) A Board employee can draw advance in respect of the journey proposed to be made under the Leave Travel Concession Scheme, by himself and/or by the members of his family, up to sixty days before the proposed date of the outward journey. He should, however, submit railway cash receipts within ten days of the drawal of advance to the competent authority to show that he has actually utilised the amount to purchase the tickets.
- (13) If the condition laid down in the sanction are not complied with or if the rules for L.T.C. have been violated, the head of office should charge penal interest at 2.5% above the rate of interest for purchase of conveyance (other than motor car).
15. **Nature of leave.** - The concession shall be admissible for journeys performed by the employee during regular leave or casual leave irrespective of their duration.
- (2) The concession to visit home town in a block of two years and to any place in India in the next four years will be allowed both ways during leave preparatory to retirement provided the return journey is completed before the expiry of leave preparatory to retirement.
- (3) An employee or his family members or both shall be entitled to the concession irrespective of the actual period of stay in his home town.
- (4) The Leave Travel Concession will be admissible for journeys performed by a Board employee during the special casual leave also.
- (5) The leave Travel Concession is not admissible to a Board employee and his family members in respect of outward journey from headquarters to home town during refused leave or terminal leave.
16. **Record of assistance.** - A record of all assistance granted under these regulations shall be suitably maintained. The record shall be in the form of entries in the service book or appropriate records and should indicate the date or dates of the journey or journey to home town commenced. The authority responsible for the maintenance of the service book shall ensure that on every occasion an employee avails of the travel concession the same is recorded in the service records under proper attestation.

17. **Certificates to be given by the Controlling Officer.-** Every application for leave travel concession shall accompany a certificate from the Controlling Officer of the employee in the following form:-

(i) Certified: That Shri/Shrimati/Kumari.....

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

(ii) That necessary entries have been made in the service book of Shri/Shrimati/Kumari.....

(Signature and designation of the Controlling Officer).

18. **Certificates to be given by the employee.-** An employee applying for leave travel concession shall give a certificate in the following form -
Certified that-

- (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 year 19... and 19.....;
- (2) I have already drawn travelling allowance for the leave travel concession in respect of journey performed by my wife /myself withchildren none of whom travelled with the party on the earlier occasion;
- (3) I have not already drawn travelling allowance for the leave travel concession in respect of a journey performed by me/my wife with..... children/.....children in respect of the block of two/four years 19.....and 19... This claim is in respect of the journey performed by my wife/myself withchildren none of whom availed of the concession relating to that block;
- (4) I have already drawn travelling allowance for the leave travel concession in respect of a journey performed by me in the year 19.... in respect of block of two-years/four years 19.... and 19.... This claim is in respect of the journey performed by me in the year 19... This is against the concession admissible once in 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 not employed in Board's service/That my husband/employed in Board's service and the concession has not been availed of by him separately for himself /herself or for any of the family members for the consecutive block of two years/four years;

(Strike out which is not applicable)

(signature of employee)

19. Regulation of leave travel concession claim if the spouse of an employee is employed in offices other than the Board where the leave travel concession facilities are available. - In such case the employee should furnish a certificate as under at the time of preferring his/her travel concession claim.

"Certified that my wife/husband for whom leave travel concession is claimed by me is employed in (name of the Department/Public Sector Undertakings/ Corporation/Autonomous Body etc.) which provides leave travel concession facilities but she/he has not preferred and will not prefer, claim in this behalf to her /his employer".

Where the spouse of the employee is not so employed, the employee concerned should give a certificate as under:

"Certified that my wife/husband for whom leave travel concession is claimed by me is not employed in any Central Government Department/Public Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or Local Body which provides leave travel concession facilities to its employees and their families".

20. **Obligatory evidence.**- The employee shall inform the Chairman or Deputy Chairman in writing, before journeys for which assistance under these regulations is claimed, are undertaken. He shall also produce evidence of his having actually performed the journey, for example, serial numbers of railway tickets cash receipts etc. Relaxation of a minor nature, viz. In respect of production of serial numbers prior intimation to the Chairman or Deputy Chairman before the journeys are undertaken by the employee or their families or both, under these regulations may be made by the Chairman or Deputy Chairman, if he is otherwise satisfied in regard to the genuineness of the claim and the bonafides of the journey having been performed. There shall be no objection to such relaxation being made by the Chairman himself purely on merits in really deserving cases not as a general rule.

20 (A) Fraudulent claim of leave travel concessions.

- (1) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against an employee on the charge of preferring a fraudulent claim of leave travel concession, such an employee shall not be allowed the leave travel concession till the finalisation of such disciplinary proceedings.
- (2) If the disciplinary proceedings result in imposition of any of the penalties specified in Regulation 8 of the New Mangalore Port Trust Employees (Classification, Control and Appeal) Regulations 1980 the employee shall not be allowed the next two sets of the leave travel concessions in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing the controlling authority can also disallow more than two sets of leave travel concession.
- (3) If the employee is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession, withheld earlier as additional set(s) in future block years but before the normal date of his superannuating.

Explanation: For the purpose of this regulation, leave travel concession to home town and leave travel concession to any place in India as specified in clauses (a) and (b) of Regulation 7 shall constitute two sets of the leave travel concessions.

21. **Interpretation.-** In all cases of doubt regarding the applicability of these regulations to an employee or their interpretation, the matter shall be referred to the Central Government for decision.

Foot Note:- Principal regulations published in Gazette of India with GSR154(E) dated 25-03-1980.
