

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 365(53)-F.T.

Date: 17.10.62

MEMORANDUM

Sub: Interpretation and application of the West Bengal Services (Revision of Pay and Allowance) Rules, 1961.

Certain points have been raised in connection with the operation of rules of the West Bengal Service (Revision of pay and allowance) Rules, 1961 and the memo thereon. The undersigned is directed to forward herewith the following clarification in regard to the points raised for information.

Travel Concession Points raised	Clarifications
1. Whether the travel concession will be admissible to persons who are recruited in services in any of the districts indicated in para 16 of Finance Department Memo No. 5471-F dated 27.12.61 and who are liable to transfer- (a) Only within the district : (b) Outside of the district.	1. In order to claim travel concession there should be liability to transfer district wise i.e. from one district to normal course of service. When the liability to normal transfer does not extend beyond one district the concession will not be admissible. The districts have not been particularly mentioned in para 16 of Finance (Audit) Deptt. Memo No. 5471-F dt. 27:12.61 but it has been stated that the place of work should be at a distance of 250 miles or above from Calcutta. It will be sufficient if the liability to normal transfer extends to any one of these districts from a district where the Government servant is recruited and stationed.
2. Whether any minimum period of leave on average pay is required to be availed of in order to be eligible for the Travel concession.	The concession is admissible once in a year while on leave on average pay. The Officer concerned is to furnish a declaration that he has actually performed to journey. As the Controlling Officer will also verify the period of leave taken for the purpose of journey it is not necessary to introduce any minimum period of leave for the purpose of drawing the Travel Concession.
3. Whether the charges on account of Travel Concession claims should be adjusted under the head "Allowances and Honoraria" under the relevant major & minor heads to which the pay of the officer concerned is debitable.	The charges on account of all expenses incurred in connection with official tours are adjusted under the detailed head "Travelling allowance" and those on account of transfer TA also are adjusted under the same head. The charged on account Present Travel Concession may be adjusted under the existing detailed head "Travelling Allowance" subordinate to the relevant major & minor and sub heads, etc. and no separate detailed head need be opened for the purpose.
4. Whether the allowance cannot be claimed in respect of any member of the family who instead of actually accompanying the Govt. servant either follows or precedes him.	A member of Govt. servants family following or preceding him during the same calendar year may be treated as having accompanied him for the purpose of travel concession under para 16 of the Finance Deptt. Memo No 5471-F dt. 27. 12.61.
5. If any minimum length of service is required to be rendered by a Govt. servant in order to qualify himself for the concession.	No. Govt. employees not in the whole time employment or who are paid from contingencies or borne on the work charged establishment are not liable to transfer districtwise in the normal course of their service. The concession is not admissible to such employees.
6. On what manner the record of all assistance granted under this scheme should be suitably maintained.	A record of all assistance granted under these orders shall be suitably maintained so as to avoid the possibility of double or irregular claims being drawn. In the case of Gazetted Officer

	<p>the record shall be maintained by the Audit Officer. In the case of Non-Gazetted staff the record shall be in the form of entries in the service book or these appropriated service records and should indicate the date on which the journey or journeys commenced. The responsibility for the maintenance of the record shall ensure that on each occasion the Govt. servant who is entitled to Travel Concession proceeds on leave the fact whether or not he or the family availed of the Travel assistance under these is indicated therein. The form of certificate which is to be furnished by a Govt. servant claiming the concession is attached herewith.</p>
7. Whether travel concession should be granted separately to the husband and wife when both of them are Govt. servants.	<p>Yes, if they perform the journey separately, the concession will however be admissible either to the husband or to the wife travelling with the family. It may be stated clearly that the concession shall not be granted to any of them for more than once a year whether they travel separately or with the family.</p>
8. If Govt. only or any other authority is competent to allow the concession.	<p>Travel concession has been allowed under para 16 of the Finance Deptt. no. 5471-F dt. 27.12.61. It is not necessary that each case should be referred to Govt. for sanction which will simply delay the matter. The concession may be allowed by the controlling officers.</p>
9. If the limit of 250 miles relate to all district within the states which are situated at a distance of 250 miles by rail and road or by rail only.	<p>In para 16 of Deptt. Memo No. 5471-F dated 27.12.61 it is stated that the concession will be admissible to Govt. servants whose places' of work are 250 miles or above from Calcutta. This includes places which are at distance of 250 miles by rail or by rail and road.</p>
10. Whether the actual bus fare is to be allowed in addition to Rly. Fare.	<p>In the relevant order, it has been stated that actually Rly. fare is admissible subject to the limitation that such fare shall not exceed the amount of journey to and from Calcutta. The concession is restricted to journey by rail within the state. For places which are not themselves connected with the Rly. system by road or steamer unless the road transport or steamer services are owned by the Railway. The concession will be admissible for journeys from and up to the nearest Rly. stations only. No road mileage will be admissible where only facilities exist.</p>
11. The concession is admissible once in a calendar year. In cases where the onward and return journeys fall in different calendar year - the point is against which particular year, the claim should be treated to have been enjoined.	<p>10 & 11</p>
12. For the calendar year 1962 where the onward journey was performed prior to 1.1.62 and the return journey after 1.1.62 if the concession is admissible or not.	<p>In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.</p>

Sd/- Illegible
Spl. Officer and Ex-officio Dy. Secy.