

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
325, SARAT CHATTERJEE ROAD, NABANNA
HOWRAH-711 102.**

No.5152- F(P)

Howrah, the 6th September , 2019

MEMORANDUM

Sub : Additional instructions for availing Leave Travel Concession in respect of State Government Employees

It has come to the notice of the Government that some government employees are often availing Leave Travel Concession (LTC), particularly, in the neighbouring foreign countries through some private tour operators/package tour agencies in violation of the provisions of para 2E(e) of Memo No. 9924-F dated 07-12-2005.

Keeping in view of the above position, the undersigned is directed by order of the Governor to lay down the following instructions in addition to all previous instructions/guidelines/clarifications issued from time to time.

1) Every government employee intending to avail LTC in foreign countries or within the country for himself/herself or any member of his/her family, shall, at the time of submission of application either for station leave permission or for drawal of advance, furnish a declaration in the following manner :

‘The estimated cost claimed by me is only Air Fare/Train Fare/Bus Fare as admissible as per rule. I will not directly or indirectly built-in/avail any package including cost of food and lodging in my claim.’

2) Such an employee shall also furnish another declaration at the time of submitting claim for reimbursement/adjustment of advance drawn in the following manner :

‘The travel cost claimed by me is only Air Fare/Train Fare/Bus Fare as admissible as per rule. I have not directly or indirectly built-in/availed any package including cost of food and lodging in my claim.’

3) In the case of travelling by air, the tickets should be booked directly from the Booking Counter of the Airlines or from the Website of the Airlines.

In case, any violation of the declaration or booking of tickets is detected subsequently, it will be seriously dealt with in terms of provisions of the West Bengal Services (Clarification, Control and Appeal) Rules, 1971.

The undersigned is further directed to say, in partial modification of Memo No. 3430-F dated 02-05-1981, that the government employees will avail LTC while on Earned Leave or on half pay leave without commutation or on Casual leave if total absence does not exceed 7(Seven) days at a stretch or on holidays declared by Government.

This instruction shall take effect immediately.

Sd/- H. K. Dwivedi
Additional Chief Secretary to the
Government of West Bengal

Contd....P/2.

No. 5152/1(500)–F(P).

Howrah, the 6th September, 2019.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata–700 001.
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata–700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3rd M.S.O. Building, 5th Floor, Block DF, Sector–I, Salt Lake, Kolkata–700 064.
- 4) The Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department.
- 5) The Special Secretary / Additional Secretary(s) / Commissioner / Joint Secretary / Deputy Secretary, Finance Department.
- 6) The Financial Advisor, _____ Department.
- 7) The Commissioner, _____ Division, _____

- 8) The Director, _____

- 9) The Director of Treasuries and Accounts, West Bengal, Mitra Building, 8, Lyons Range, Kolkata–700 001.
- 10) The District Magistrate / District Judge / Superintendent of Police _____

- 11) The Sub-Divisional Officer, _____

- 12) The Block Development Officer, _____

- 13) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I, 81/2/2, Phears Lane, Kolkata–700 012.
- 14) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II, P–1, Hyde Lane, Kolkata–700 073.
- 15) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III, Subhanna, DF–9, Sector–I, 5th & 6th Floor, Salt Lake, Kolkata–700 064.
- 16) The Treasury Officer, _____

- 17) The Group _____ / _____ Branch, Finance Department.
- 18) ✓ Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.
— He is requested to upload copy of this order in the website of Finance Department.


Deputy Secretary to the
Government of West Bengal.