

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**Nabanna, Howrah.**

No.5561-F(P)

Dated : 25.09.2019

MEMORANDUM

**Subject: Submission of declaration in respect of Leave Travel Concession (LTC) already availed by government employees since 01.11.2015 or in the process of availing of the same.**

In continuation of this Department Memo. No. 5152-F(P), dated 06.09.2019, the undersigned is directed by order of the Governor to lay down the following instructions in respect of such an employee, (i) who has already availed Leave Travel Concession (LTC) in foreign country for self and or for any member of the family during the period from 01.11.2015 to till date and (ii) who has booked ticket(s) for availing LTC prior to 06.09.2019 but the journey has not been undertaken after 06.09.2019.

The employees falling under the above mentioned first category are required to submit declaration in the attached Format-I or Format-II, as the case may be, to their present Drawing and Disbursing Officer (DDO) through the Controlling Authority within 30.11.2019 or before the date of retirement, whichever is earlier. In case, any such employee after availing LTC, has been transferred elsewhere by this time, the present DDO will forward a copy of such declaration to the earlier D.D.O. The employees submitting declaration in Format-II are required to refund the excess amount to the present D.D.O. in 12 (twelve) equal monthly instalments or before the date of retirement, whichever is earlier.

The employees belonging to above-mentioned second category: a) If the employee has booked tickets not as per the Memo. No. 5152-F(P), dated 06.09.2019 and intends to avail the advance, he may apply to the Head of Office intimating such situation and request for an advance not exceeding 50% of estimated cost of fare which will be adjusted as per sub-para 2 of 2<sup>nd</sup> para of Memo. No. 5152-F(P), dated 06.09.2019. b) If the employee does not intend to avail advance, he may prefer his claim for reimbursement as per the sub-para 2 of 2<sup>nd</sup> para of Memo. No. 5152-F(P), dated 06.09.2019.

The employees, who will submit declaration in either of the above mentioned format to the entire satisfaction of the concerned D.D.O./Controlling Authority and refund the excess amount, where applicable, within the stipulated time will be exempted from the application of the provisions of the West Bengal Services (Classification, Control and Appeal) Rules, 1971 as envisaged in the third para of in Memo. No. 5152-F(P), dated 06.09.2019.

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

**Declaration Format-I**

When the final claim of LTC received contains only Air Fare/Train Fare/Bus Fare as admissible as per Rules:

"I have availed LTC to .....  
(destination) in ..... (Name of the foreign country) during  
the period from ..... (Journey start date) to ..... (Journey end date). I have  
received Rs..... (Rupees .....)  
as reimbursement of final claim for LTC. The travel cost claimed by me is only Air Fare/Train  
Fare/Bus Fare as admissible as per Rules. I have not directly or indirectly built-in/availed any  
package including cost of food and lodging in my claim for LTC".

Signature of the Employee:

Name of the Employee:

HRMS ID:

Designation:

Office:

**Declaration Format-II**

When the final claim of LTC received contains over and above admissible Air Fare/Train  
Fare/Bus Fare:

"I have availed LTC to .....  
(destination) in ..... (Name of the foreign country) during  
the period from ..... (Journey start date) to ..... (Journey end date). I have  
received Rs..... (Rupees .....)  
as reimbursement of final claim for LTC. I have inadvertently drawn Rs.....  
(Rupees .....) over and above Air Fare/Train  
Fare/Bus Fare as admissible as per Rules. I shall refund the overdrawn amount in 12 (twelve) equal  
monthly instalments or before my retirement whichever is earlier".

Signature of the Employee:

Name of the Employee:


HRMS ID:

Designation:

Office:

**Copy forwarded for information and necessary action to :-**

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
3. The Accountant General (Receipt, Work and Local Bodies Audit) West Bengal, 3<sup>rd</sup> MSO Building, CGO Complex, DF Block, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Additional Chief Secretary to the Governor of West Bengal.
5. The Additional Chief Secretary to the Hon'ble Chief Minister, West Bengal.
6. The Additional Chief Secretary/Principal Secretary/Secretary .....  
..... Department.
7. The Special Secretary/Additional Secretary(s)/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
8. The Financial Advisor, ..... Department.
9. The Commissioner, ..... Division, .....  
.....
10. The Director, .....  
.....
11. The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Mitra Building, 2<sup>nd</sup> & 3<sup>rd</sup> floor, Kolkata- 700 001.
12. The District Magistrate/District Judge/Superintendent of Police .....  
.....
13. The Sub-Division Officer, .....  
.....
14. The Block Development Officer, .....  
.....
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lance, Kolkata- 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Building, Kolkata-700012.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Sbhanna, DF- 9, Sector- I, 5<sup>th</sup> & 6<sup>th</sup> floor, Salt Lake, Kolkata- 700 064.
18. The Treasury Officer, .....  
.....
19. The Group ...../..... Branch, Finance Department.
20. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.  
--He is requested to upload copy of this Order in the website of Finance Department.
21. Office Copy.

  
**Deputy Secretary to the  
Government of West Bengal.**