

Leave Travel Concession

ODISHA

India

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Rule LEAVE-TRAVEL-CONCESSION of 1800

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1. Definition.

- In these Rules relating to Travel Concession, the words : (a) "Employee" refers to the permanent employees of this Council including the Secretary who are in service of Council and whose homes are distant from Cuttack. (b) "Family" means the following relations of the employee who are not employees, viz. (i) Wife or husband as the case may be (ii) Sons and Daughters, who are not married, and (iii) Dependant parents (c) "Year" refers to the financial year commencing from the 1st day of April and ending with the 31st of March.

2.

(a) Subject to the other clauses of this rule, the employees shall be entitled to payment in advance or for reimbursement, of the actual expenses incurred once in 3 years for himself and his family, towards the railway or other journey to the places specified and return. (b) The employee should have completed one year of permanent service on the date of journey whether as a permanent or a temporary employee. (c) The benefit of the payment shall be if the whole or part of the journey is made by train admissible only - (i) To peons, messengers and choukidars a distance of 160 kms. (100 Miles) from the Office of the Council; (ii) To other employees a distance of 400 kms. (250 miles) from the Office of the Council. (iii) Secretary and Assistant Secretary a distant of 1000 kms from the Office of the Council. (d) The amount payable shall be the actual fare for the distance in excess of 160 kms. in the case of the peons and Chowkidars, and in excess of 400 kms. in the case of the other employees. (e) The fare for purpose of calculation shall be - (i) II class fare for the staff drawing Rs. 500/- or more as basic pay; (ii) 1st class fare for these whose basic pay is Rs. 1,000/- or more. (f) (i) Save as otherwise permitted by the Secretary, the journey by the employee should be during a period of leave whether casual or earned leave or other leave available under the rules for a period of not less than 7 days. (ii) The expenses payable under the Rules may be paid whether or not

the employee and the members of the family travel together or each of them travels on different dates.(g)Advance - The Advance to the extent of 75% of estimated reimbursement expenditure for the journey to and from may be sanctioned. The authority reserves the right to refuse any such journey by and particular employee on account of the interest of the Council.

3. Leave Travel Concession to Visit the places of interest.

- In this scheme the concession will be admissible once on a block period of 3 years beginning from the calendar year 1989, to visit any places within 3 radius of 500 Kms.The reimbursement of fair shall be allowed for the entire distance both ways without any deduction in case the way leads through his native village/town.