

WHAT THE GOVERNMENT SERVANT SHOULD DO

1. He should ensure that his hometown is correctly indicated in his service records. Otherwise, he should take action to have his hometown entered herein.
2. Whenever he intends to avail of the concession under this scheme, he should inform the Controlling Officer before commencement of the journeys:
3. When he intends to avail of the concession to visit anywhere in India by himself or any member/s of his family, he should declare the intended place of visit to the Controlling Officer. The official and / or member's of the family must visit that place to become eligible for reimbursement of the claim.
4. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer, before the commencement of the journey.
5. He should produce evidence of his having actually performed the journey, for example, Serial numbers of Railway Tickets.
6. If he takes an advance under this Scheme, he should ensure that the outward journey is commenced within 30 Days from the date of grant of the advance, or refund the full advance. In case of journeys by rail advance can be drawn sixty days before the proposed date of outward journey. In all cases, railway / bus tickets should be produced within 10 days of drawl of the advance.
7. He should see that half the advance is refunded if the period of absence exceeds 90 Days.
8. He should prefer the bills adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim will stand forfeited or deemed to have been relinquished, if the same is not preferred within three months of the return journey.

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(Signature of the Employee)

ENTITLEMENT : (Journey by rail) – for travel by train under Leave Travel Concession, Entitlement to different classes of accommodation shall be as under: -

| <u>PAY RANGE</u> | <u>ENTITLEMENT</u> |
|--|--|
| (A) JOURNEY BY AIR / RAIL Rs. 18,400/- and above | Air Economy (Y) Class by National Carriers or AC First Class by train. At their option |
| Rs. 16,400/- and above but Less than Rs. 16,400/- | AC First Class |
| Rs. 4,100/- and above but Less than Rs. 8,000/- | First Class / AC-3-tier Sleeper / AC Chair Car |
| Below Rs. 4,100/- | Second Sleeper |
| (B) TRAVEL BY RAJDHANI EXPRESS TRAINS | (C) TRAVEL BY SHATABDI EXPRESS |

| <u>PAY RANGE</u> | <u>ENTITLEMENT</u> | <u>PAY RANGE</u> | <u>ENTITLEMENT</u> |
|--|--------------------------|---|-------------------------------|
| Rs. 16,400/- & above | AC First Class | Rs. 16,400/- & above | Executive Class |
| Rs. 8,000/- & above, Less than Rs. 16,400/- | Second AC 2-tier Sleeper | Rs. 4,100/- & above, Less than Rs. 16,400/- | Executive Class- AC Chair Car |
| Rs. 4,100/- & above, But less than Rs. 8,000/- | Chair Car | | |