

10. Director/Dy. Director, Accounts and Treasuries, Jammu/Srinagar.
11. Director/Deputy Director, J&K Funds Organisation, Jammu/Srinagar.
12. Director of Information, J&K, Jammu/Srinagar.
13. Financial Advisors and Chief Accounts Officers.
14. Resident Commissioner, J&K, 5-Prithvi Raj Road, New Delhi.
15. Principal, Northern Zonal Accountancy Training Institute, Jammu.
16. Principal, Accountancy Training Institute, Srinagar.
17. Private Secretaries to Advisors to His Excellency the Governor.
18. Private Secretary to Chief Secretary.
19. All Officers/Section Officer of Finance Department.
20. Master file/Compendium.
21. \_\_\_\_\_

(Sd.) M. J. NAJAR,

Director (Codes),  
Finance Department.

GOVERNMENT OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT.

Notification.

Dated Jammu, the 2nd April, 1996.

SRO-119.—In exercise of the powers conferred by proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Civil Service Regulations, Volume I namely :-

In the said Regulations ;

the following shall be inserted as Exception 4 below Article 320-A :-

**Exception 4 :**

The Ladakh Autonomous Hill Development Council, Leh shall have full powers to authorise such 'transferred employees' of the Council to travel by air within the State as are not otherwise entitled to the same in terms of relevant State rules.

By order of the Governor.

(Sd.) M.S. PANDIT,

Addl. Chief Secretary (Finance).

No: A/84(95)-II-386

Dated: 2-4-1996.

Copy to the:-

1. All Additional Chief Secretaries \_\_\_\_\_.
2. Commissioners/Secretaries to Government \_\_\_\_\_.
3. Secretary to Governor/Public Service Commission/Legislative Assembly/Legislative Council.
4. All Heads of Departments \_\_\_\_\_.
5. Accountant General, A&E/Audit, Srinagar/Jammu \_\_\_\_\_.
6. All District Development Commissioners \_\_\_\_\_.
7. Chief Executive Officer, Ladakh Autonomous Hill Development Council.
8. District Superintending Engineer, Leh/Kargil.
9. Advocate General, J&K, Srinagar/Jammu.
10. Director/Dy. Director, Accounts and Treasuries, Jammu/Srinagar.

11. Director/Deputy Director, J&K Funds Organisation, Jammu/Srinagar
12. Director of Information, J&K, Jammu/Srinagar.
13. Financial Advisors and Chief Accounts Officers.
14. Resident Commissioner, J&K, 5-Prithvi Raj Road, New Delhi.
15. Principal, Northern Zonal Accountancy Training Institute, Jammu.
16. Principal, Accountancy Training Institute, Srinagar.
17. Private Secretaries to Advisors \_\_\_\_\_ to His Excellency the Governor.
18. Private Secretary to Chief Secretary.
19. All Officers/Section Officer of Finance Department.
20. Master file/Compendium.
21. \_\_\_\_\_

(Sd.) M. J. NAJAR

Director (Codes)  
Finance Department

**GOVERNMENT OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT.**

Notification.

Dated Jammu, the 9th April, 1996.

NRO-128.—In exercise of the powers conferred by proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Civil Service Regulations, namely :—

In the said Regulations ;

for Schedule XXI, the schedule appended to this notification shall be substituted.

By order of the Governor.

(Sd.) M. S. PANDIT,

Addl. Chief Secretary (Finance).

No: A/45(90)-409

Dated: 9-4-1996.

Copy to the:-

1. All Additional Chief Secretaries \_\_\_\_\_.
2. Commissioners/Secretaries to Government \_\_\_\_\_.
3. Secretary to Governor/Public Service Commission/Legislative Assembly/Legislative Council.
4. All Heads of Departments \_\_\_\_\_.
5. Accountant General, A&E/Audit, Srinagar/Jammu.
6. All District Development Commissioners \_\_\_\_\_.
7. Chief Executive Officer, Ladakh Autonomous Hill Development Council.
8. Director/Dy. Director, Accounts and Treasuries, Jammu/Srinagar.
9. Director/Deputy Director, Funds Organisation, Jammu/Srinagar.
10. Director of Information, J&K, Jammu/Srinagar.
11. Advocate General, J&K, Srinagar/Jammu.
12. Financial Advisors and Chief Accounts Office \_\_\_\_\_.
13. Resident Commissioner, New Delhi.
14. Principal, Northern Zonal Accountancy Training Institute, Jammu.
15. Principal, Accountancy Training Institute, Srinagar.

- 16. Comptroller, Agriculture University, Kashmir.
- 17. Private Secretaries to Advisors \_\_\_\_\_ to His Excellency the Governor.
- 18. All Saddar Treasury Officers/District Treasury Officers/Treasury Officers.
- 19. Private Secretary to Chief Secretary.
- 20. All Officers/Section Officer of Finance Department.
- 21. Master file/Compendium for the year 1996.
- 22. \_\_\_\_\_

(Sd.) M. J. NAJAR,

Director (Codes),  
Finance Department.

Schedule XXI

GOVERNMENT OF JAMMU AND KASHMIR,  
CIVIL SECRETARIAT-FINANCE DEPARTMENT.

1. *Short title, commencement and application.*—(1) These rules shall be called the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 1996 ;

- (2) These rules shall come into force with effect from 1-4-1996.
- (3) Subject to the provisions of sub-rule (4) these rules shall apply to the persons appointed to the civil services and posts in connection with the affairs of the State.
- (4) These rules shall not apply to the :-
  - (i) persons not in whole time employment ;
  - (ii) persons in casual and daily rated employment ;
  - (iii) persons paid from contingencies ;
  - (iv) persons in work charged establishment ;
  - (v) persons employed on contract except when the terms of contract provide otherwise ;
  - (vi) persons re-employed after retirement except when the terms and conditions provide otherwise ;
  - (vii) persons eligible to any other form of Travel Concession available during leave or otherwise.

2. *Scope.*—The Leave Travel Concession shall cover the Government servant himself/herself and his family.

3. *Definitions.*—In these rules unless the context otherwise requires :-

- (a) "a place in India" will mean any place within the territory of India, whether it is in the main-land India or overseas.
- (b) "Controlling Officer" for purpose of these rules means the authority prescribed for countersigning T.A. Bills in terms of Note 2 to Art.

368 of Jammu and Kashmir Civil Service Regulations (excluding the "Exception" thereunder) specified as under :-

- (i) For Non-Gazetted Government Servant      Gazetted Officer incharge of establishment to which the Govt. servant belongs.
- (ii) For Gazetted Officer      Next higher Administrative Officer.
- (c) "Sanctioning authority" for purpose of these rules means the authority competent to sanction Leave Travel Concession to the Government employees, which shall be as under :-
- (i) For Non-Gazetted Officer      Head of the Department concerned or Commissioner/Secretary to Government of the concerned department in the case of Secretariat employees.
- (ii) For Gazetted Officers      Government in the Administrative Department.
- (d) "Disciplinary authority" means an authority which is empowered to impose penalties to Government Servants in terms of Rule 30 of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules.
- (e) "Family" for the purpose of these rules means the Government servants spouse and other members of his/her family as defined in Art. 15 of Jammu and Kashmir Civil Service Regulations.
- (f) "Shortest direct route" shall have the same meaning as given in Art. 306(a) (b) and (c) of Jammu and Kashmir Civil Service Regulations ;
- (g) "Form" means the form appended to these rules.
- (h) "Block of years" means a block of four years, the first block thereof commencing from financial year 1996-97 (i.e. 1996-1997, 1997-1998, 1998-1999 and 1999-2000).
- (i) "Year" means a financial year beginning from 1st April and ending 31st March.

4. *Declaration of Family.*—Every Government servant shall declare his/her family at the beginning of a block of four years in Form 1. This declaration

duly certified by a Gazetted Officer, in case of Non-Gazetted employees, shall be registered with the Head of the Office. The Head of the Office shall after satisfying himself/herself accept and paste the declaration with the Service Book of the employee and make use of it invariably at the time when an application for L.T.C. is made by the employee. On the occurrence of any change in the family strength, the employee shall make a fresh declaration in the prescribed manner.

5. *Admissibility of Leave Travel Concession* :—(1) The Leave Travel Concession shall be admissible to a Government servant specified in sub-rule (3) of rule 1 and his/her family once in a block of four years only if Government servant has completed five years continuous regular service under Government on the date of application ( to be made in Form-2) for such concession :

Provided that an employee completing five years continuous regular service during the course of a block of four years shall be eligible to avail of the L.T.C. during the remaining period of the same block.

(2) The concession shall be admissible during any period of leave including Casual Leave.

(3) The concession will not be admissible when a Government servant undertakes journey during the week-end-holidays or any other period of holidays alone without any leave.

(4) The concession shall not be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.

(5) Government servants serving in the Vacation Department and entitled to enjoy regular vacation can avail of L.T.C. during vacation period.

(6) The concession shall not be admissible to a Government servant (including his/her family) during the period of suspension.

(7) In the case of husband and wife, who are both Government servants, he or she can avail of the Leave Travel Concession as a family member of his or her spouse.

(8) Government servant(s) on deputation/Foreign service shall be entitled to L.T.C. under these rules. The expenditure on L.T.C. in such cases shall be paid by the borrowing agency subject to its sanction by the Administrative Department to which the employee(s) belongs.

(9) A Government servant who has availed of Leave Travel Concession under Jammu and Kashmir Civil Service (L.T.C.) Rules, 1990 shall not be eligible for L.T.C. during the first block of four years commencing from 1996-97.

6. *Declaration of place of visit* :—(1) When the Leave Travel Concession to visit any place in India is proposed to be availed of by a Government servant or any member of his/her family, the intended place of visit shall be declared by the Government servant in advance in Form 2. The declared place of visit may be changed before the commencement of the journey with the approval of the authority competent to sanction L.T.C. in exceptional circumstances.

(2) A Government servant and each member of his/her family may visit different place of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited/may be visited by the Government servant.

7. *Counting of L.T.C. against a particular Block* :—(1) A Government servant and members of his/her family availing of Leave Travel Concession may travel in different groups at different times during the block of four years. The concession so availed of will be counted against the block within which the outward journey commenced even if the return journey is performed after the expiry of the block.

(2) A Government servant who is unable to avail of the Leave Travel Concession within a particular block may avail of the same within the first year of the next block.

(3) The Leave Travel Concession availed of by a Government servant referred to in sub-rule (9) of rule 5 shall be counted against the first block of four years.

8. *Entitlement—Journey by Rail*.—(1) The entitlement for travel by train under these rules shall be as under :—

- |  |   |
|--|---|
| (i) Government servants drawing basic pay above Rs. 3200/-             | Second Class AC-<br>2-tier sleeper/1st Class. |
| (ii) Government servants drawing basic pay of Rs. 1701/- to Rs. 3200/- | First Class/Air Conditioned chair car.        |
| (iii) Government servants drawing basic pay upto Rs. 1700/- p.m.       | Second Class Sleeper.                         |

(2) *Journey by Road* :

- (a) The Travel by road to any place outside the State shall not be admissible except between stations not connected by rail.
- (b) Travel by road within the State shall be undertaken in buses of J&K State Road Transport Corporation and J&K Tourism Development Corporation alone.
- (c) The Government assistance towards the cost of journeys between places not connected by rail will be admissible to the Government servants subject to the provisions of clause (b) above, as under :—
  - (i) Where a public transport system with vehicles running between fixed points at regular intervals and charging fixed rates exists the assistance is the fare actually charged by such a system for the appropriate class of accommodation.

*Explanation* :—“Appropriate Class” Means :—

- |   |                              |
|---|------------------------------|
| (a) Government Servants entitled to travel by 1st Class or above on rail. | By any type of bus.          |
| (b) Other Government servants   | By ordinary bus/Express Bus. |
- (ii) where a Public Transport system does not exist or where no other means of transport is available, the assistance will be regulated as in case of journeys on tour in terms of Art. 318 (b) of Jammu and Kashmir Civil Service Regulations.

(3) *Journey by Air* :

The Government servants may travel by air between places not connected by rail, where an alternative means of travel is more expensive.

*Note* : The provisions of this sub-rule shall also apply in case of Government employees posted in Ladakh region for the grant of concession during the winter season, when road between Srinagar and Leh region remain blocked. The concession will be subject to the following conditions :—

- (i) The facilities of air travel will be admissible only during the period from 15th November to 15th March.
- (ii) The facilities will be limited to air travel between Leh and Srinagar/Jammu as the case may be.

- (iii) The air travel facility will be allowed to the Government servant, his/her spouse and only two dependent children (upto the age of 18 years for boys and 24 years for girls).

(4) In regard to places in territory of India, connected by Shipping Steamer Services, the entitlement of a Government servant to travel by ship/steamer will be regulated as in case of journeys by ship/steamer undertaken on tour (Art. 316-A of Jammu and Kashmir Civil Service Regulations).

(5) Entitlement shall be decided by the status of the Government servants as on the date of forward journey.

(6) If a Government servant travels by a class higher than to which he is entitled, Government assistance will be restricted to the rate of entitled class. If he travels by a lower class, the assistance will be based on the lower class fare actually paid.

9. *Limitations on admissibility of L.T.C. Charges* :—(1) Reimbursement under leave travel concession shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey or through ticket over the shortest direct route.

(2) Reimbursement of rail fare by chartered rail coaches and air fare, if any paid because of temporary dislocation of surface transport, shall be restricted to the amount admissible by entitled class (Rail/Road).

(3) Telegram charges for reservation of railway berths are in-admissible.

10. *Grant of Advance and Adjustment thereof* :—(1) (a) Advance may be granted to Government servants by the authorities competent to sanction Leave Travel Concession to enable them to avail themselves of concession for leave travel to any place in India. The application for grant of L.T.C. advance shall be made in Form 2. The amount of such advance of each case shall be limited to 90% of the estimated amount which Government would have to reimburse in respect of the cost of the journey bothways.

(b) Sanction for availing of L.T.C. and grant of advance therefor shall be issued by the competent authority in the prescribed Form 5.

(2) If the family travels separately from the Government servant(s), the advance may also be drawn separately to the extent admissible.

(3) Advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey provided the period of

leave taken by the Government servant or the period of anticipated absence of the members of family does not exceed ninety days. If this limit is exceeded then the advance may be drawn for outward journey only.

(4) The advance shall be refunded in full if the outward journey is not commenced within thirty days of the receipt of advance. However, in cases where reservations can be made sixty days before the proposed date of outward journey and advance is made accordingly, the Government servant shall produce the tickets, within ten days of the drawal of advance irrespective of the date of commencement of journey.

11. *Claim for adjustment/reimbursement* :—(1) A claim for adjustment/reimbursement of expenditure incurred on journey under Leave Travel Concession shall be submitted in Form 3 supported by original tickets/money receipts.

(2) Where an advance has been drawn by a Government servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a Government servant's failure to do he/she shall be required to refund the entire amount of advance forthwith in lump sum. No request for recovery of advances in instalments shall be entertained.

(3) Where no advance has been drawn, the claim shall be submitted within three months after the completion of the return journey. Failure to do so will entail forfeiture of the claim and no relaxation shall ordinarily be permissible.

(4) A simple interest at 20% per annum or as notified by the Government from time to time hereafter will be charged if the conditions laid down in the sanction issued by the competent authority are not complied with and/or the rules are violated.

12. *Fraudulent claims of Leave Travel Concession* :—(1) If a disciplinary proceeding against a Government servant has already been initiated or is proposed to be initiated on the charge of preferring a fraudulent claim of Leave Travel Concession, such Government servant shall not be allowed the LTC for subsequent blocks till the finalisation of such disciplinary proceedings.

(2) If the disciplinary proceedings result in imposition of any of the penalties specified in Rule 30 of the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, the Government servant shall not be allowed to avail the LTC in the subsequent block(s) in addition to the one already withheld during the pendency of disciplinary proceedings.

(3) If the Government servant is fully exonerated of the charge of fraudulent claim of LTC, he shall be allowed to avail of the concession withheld earlier as additional set (s) in future block of years but before the normal date of his superannuation.

13. *Responsibility of Drawing and Disbursing Officer/Controlling Officer* :—(1) The advance for L.T.C. shall be drawn and disbursed to a Government servant subject to the following conditions :—

- (a) The LTC and the advance has been sanctioned by the competent authority as prescribed under clause (c) of rule 3 of these rules.
- (b) Immediately after drawal of an advance, an entry shall be made in the Service Book of the concerned Government servant as under :—

“Shri \_\_\_\_\_ has been allowed to avail of LTC for the block \_\_\_\_\_ vide order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ and an amount of Rs. \_\_\_\_\_ has been/drawn vide cash/T.V. No. \_\_\_\_\_ dated \_\_\_\_\_ and paid to him for the purpose.”

- (c) The bill for drawal of an advance shall be accompanied by the order sanctioning the LTC and the advance.

(2) At the time of adjustment/reimbursement of LTC claims *inter-alia* the following formalities shall be observed :—

- (a) The Controlling Officer, as prescribed in these rules, shall examine the genuineness of the claim by verifying the original Rail/Road tickets etc. before countersigning the final claim.
- (b) After the final adjustment, an entry shall be made in the Service Book of the Government servant as under :—

“The advance of Rs. \_\_\_\_\_ drawn vide T.V. No. \_\_\_\_\_ dated \_\_\_\_\_ paid to the official (refer page \_\_\_\_\_ of Service Book) has been adjusted vide T.V. No./Cash Vr. No. \_\_\_\_\_ dated \_\_\_\_\_ and there is nothing outstanding on this account against the official”.

- (c) On the bill through which the adjustment is made, a certificate shall be recorded that the prescribed entries have been made in the Service Book of the official.

(3) Drawing and Disbursing Officers/Controlling Officers shall be personally responsible for any deviation or violation of any provision contained in these rules.

14. *Accounting of expenditure on Leave Travel Concession* :—The expenditure on account of LTC will be debitable to the object “Salary” under a distinct sub-head “LTC” under the relevant Minor/Major Head of Account.

15. *General* :—(1) The sanctioning authority shall allow only such number of employees of a particular establishment to avail of LTC in a year of a relevant block as can be accommodated within the available budget under the object “LTC” for the relevant year :

Provided that an employee who may not have been allowed to avail LTC in a block for reasons not attributable to him/her, may be given priority in availing the concession in the next block.

(2) In order to have effective watch over the sanctions for LTC, recovery/adjustment of LTC advance/claims, the Head of Office shall maintain a register of LTC claims, advances in Form 4. This register shall be reviewed monthly for analysing the position of outstanding advances paid upto the end of proceeding month for recording orders in regard to the recovery/adjustment of outstanding advances, where these are due for adjustment. In this register all outstanding advances shall be brought as opening entries. A monthly statement of facts shall be submitted to the controlling officer and head of the Department.

16. *Interpretation* :—In case of any doubt regarding any of the provisions in these rules, the matter shall be referred to the Government in the Finance Department for its final decision.

17. *Power to relax* :—Save as otherwise provided in these rules, the Government in the concerned Administrative Department on being satisfied that the operation of any of these rules causes undue hardships in any case, may, by order, for reasons to be recorded in writing, dispense with or relax the requirements for that Rule to such extent and subject to such conditions and exceptions as it may consider necessary for dealing with the case in a just and equitable manner provided that any such relaxation shall be allowed with the concurrence of the Finance Department.

18. *Repeal and savings :*

- (i) With effect from the commencement of these Rules the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 1990, shall stand repealed.
- (ii) Notwithstanding such repeal, any order made, action taken or liability incurred under the rules so repealed shall be deemed to have been made, taken or incurred under the corresponding provisions of these rules.

{Sd.) M. J. NAJAR,

Director (Codes),  
Finance Department.

**FORM 1**

**DECLARATION OF FAMILY**

*[Refer Rule 4 of Jammu and Kashmir Civil Service  
(L. T. C.) Rules 1996].*

I \_\_\_\_\_ working as \_\_\_\_\_ in the  
 (name of the Official) (Designation)  
 Department presently posted in \_\_\_\_\_ do solemnly  
 (Office where working)  
 declare the strength/particulars of my family as under :-

S. No.	Name	Relation with Govt. servants	D. O. B.	Profession	Income (per month)
1.					
2.					
3.					
4.					
5.					
6.					

2. It is certified that the particulars/details of my family as stated above are correct and in the event of my wrongful information being found to have been furnished be me, I shall be personally responsible for the consequences.

Signature of Government  
servant  
(Gazetted/Non-Gazetted).

Dated \_\_\_\_\_

I \_\_\_\_\_ certify that the particulars furnished  
 (Name of the Officer)  
 by \_\_\_\_\_ about his/her family in this declaration herein  
 (Name of Govt. servant)  
 above made are correct to the best of my knowledge and belief.

Signature with Official Seal  
of Gazetted Officer.

Dated \_\_\_\_\_

*Note 1 :*

The Certificate of the Gazetted Officer is required only in respect of Non-Gazetted Government servant.



## FORM 2

[Refer Rules 5, 6 and 10 of the J&K Civil Services  
(L.T.C.) Rules, 1996].

Application Form for : (i) Declaration of Place of Visit (Rule 6)  
: (ii) Sanction of L. T. C. (Rule 5)  
: (iii) Grant of advance for L.T.C. (Rule 10)

1. Name of the Government servant \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of entry in the State Government service. \_\_\_\_\_
4. Total service as on the date of application for L.T.C. \_\_\_\_\_
5. Basic Pay (with scale of Pay) \_\_\_\_\_
6. Whether wife/husband is employed. If so whether he/she is entitled to L.T.C. (Reference to rules where- under entitled may be given) \_\_\_\_\_
7. In case of wife/husband being entitled to L.T.C. state whether he/she has claimed it separately \_\_\_\_\_
8. Place to be visited \_\_\_\_\_
9. Block for which L.T.C. is to be allowed \_\_\_\_\_
10. Single Rail fare/Bus fare from the Headquarters to the place of visit by shortest direct route \_\_\_\_\_
11. Persons in respect of whom L.T.C. is proposed to be availed \_\_\_\_\_

S. No.	Name	Age	Relationship (Refer Form 1)
1.			
2.			
3.			
4.			
5.			

12. Estimated amount for availing L.T.C. (with full details) Rs. \_\_\_\_\_

13. Amount of advance required Rs. \_\_\_\_\_

14. Declaration by Government servant :

I declare that the particulars furnished above are true and correct. I undertake to book the tickets for the outward journey within prescribed time after receipt of advance.

In the event of cancellation of the journey or if I fail to book the tickets within the prescribed time limit, I undertake to refund the entire advance in one lump-sum.

Date \_\_\_\_\_

Signature of Govt. servant.

FOR USE IN OFFICE

1. Certified that :-

- (a) Particulars in Col. 1 to 6 have been verified and found correct.
- (b) The members of the family as shown against Column (11) above exist in the declaration made by Government servant in Form (I) which is pasted in his Service Book, and the said members are entitled to L.T.C.

Signature of Head of Office.

II. Check list.

- 1. Fare for to and from by the entitled class or the classes by which the official proposes to travel, whichever is less. Rs. \_\_\_\_\_
- 2. No. of entitled persons for whom advance is claimed Rs. \_\_\_\_\_
- 3. Amount reimbursable to official (1 x 2) Rs. \_\_\_\_\_
- 4. Amount of advance admissible (90% of item 3) Rs. \_\_\_\_\_

Note :—This Form shall be prepared in duplicate and one copy forwarded to the sanctioning authority for sanction of L.T.C.

FORM 3

(Refer Rule 11 of J&K Civil Service (L. T. C.) Rules, 1996)

LEAVE TRAVEL CONCESSION BILL

For the Block of years \_\_\_\_\_ to \_\_\_\_\_

Note : This bill should be prepared in duplicate one for payment and the other as office copy to form part of the personal file of the concerned Government servant.

PART A

(To be filled in by the Government servant)

- 1. Name \_\_\_\_\_ 2. Designation \_\_\_\_\_
- 3. Basic pay \_\_\_\_\_ 4. Headquarters \_\_\_\_\_
- 5. Nature and period of leave sanctioned with reference to order under which sanctioned \_\_\_\_\_

Nature of leave \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed.

S. No.	Name (s)	Age	Relationship with the Government servant
1.			
2.			
3.			
4.			
5.			

7. Details of journey(s) performed by Government servant and the members of his/her family. (Money receipts/Tickets to be enclosed in original).

Date of departure	Date of arrival	Distance in K. M.	Mode of travel	Class of accommodation used	S. Nos. of money receipts/ Railway tickets.	No. of fare claimed for	Fares paid	Remarks
1	2	3	4	5	6	7	8	9

8. Amount of advance, if any Rs. \_\_\_\_\_

9. Amount reimbursable/recoverable Rs. \_\_\_\_\_

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used (sanction No. and date to be given).

Place From	Place to	Mode of conveyance	Class to which entitled	No. of fare(s) claimed	Fare(s) entitled to (Rupees)	Class by which actually travelled	No. of fare/ fares paid Rupees
1	2	3	4	5	6	7	8 9

11. Particulars of journey(s) performed by road between places connected by rail.

Name of places	Class to which entitled	Rail fare	
From to		Rs.	P.

Certified that :

- The information as given above is true to the best of my knowledge and belief.
- That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself for any of the family members for the concerned block of years \_\_\_\_\_ to \_\_\_\_\_.
- That my husband/wife for whom L.T.C. is claimed by me is employed in \_\_\_\_\_ (name) of the Public Sector Undertaking/Corporation/ Autonomous Body etc.) which provides Leave Travel Concession

facilities but/he/she has not preferred and will not prefer any claim in this behalf to his/her employer ; and

4. That my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central/State Government or Local Body which provides L.T.C. facilities to its employees and their families.

Date \_\_\_\_\_

Signature of Government servant.

PART B

(To be filed in by the Office)

1. The net entitlement on account of Leave Travel Concession works out to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as detailed below :-

(a) Rail/Air/Bus/Steamer fare Rs. \_\_\_\_\_

(b) Less amount of advance drawn vide cash/Try. Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_

Net Amount \_\_\_\_\_

2. The expenditure is debitable to Account Head :-

(i) Budget allotment for the year Rs. \_\_\_\_\_

(ii) Expenditure including this bill Rs. \_\_\_\_\_

(iii) Balance available Rs. \_\_\_\_\_

Countersigned

Controlling Officer

(Signature)

Signature of Drawing and Disbursing Officer.

Certified that necessary entries have been made in the Service Book of Shri/Smt./Kumari \_\_\_\_\_

Signature of the Head of the Office.

\*Note : Strike out the words/expressions not applicable.



(c) The other conditions for grant of this concession shall be same as indicated in Jammu and Kashmir Civil Service (LTC) Rules, 1996.

(Sanctioning Authority)

Note :-

- (i) Copy of this sanction duly attested by the Drawing and Disbursing Officer shall be attached to this bill/cheque for advance drawal to be presented to Treasury for payment.
- (ii) The copies of this order shall be endorsed by the sanctioning authority of Accountant General J&K, Head of the Department/Controlling Officer/Administrative Department/Concerned Officer invariably.

GOVERNMENT OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT.

O. M. No. A/172 (95)-I/455  
Dated : 16-04-1996.

Subject : Settlement of pending Pension cases.

Attention is invited to Finance Department Circular O. M. No. A/85(95)-1151 dated 29-12-1995 on the subject cited above whereunder detailed instructions for speedy disposal of pension cases have been laid down so as to ensure that every retiree gets his pension on first of the month on which it is due. In order to ensure that the prescribed time schedule is adhered strictly, a need has been felt that a 'Small Review Committee' under the Chairmanship of Commissioner/Secretary of the Administrative Department be constituted with the following composition to review the settlement of the pending pension cases ensuring that the cases of those Government servants who are retiring within next 24 months are initiated well in time so as to enable the retiree to get their PPO issued on the first of the month it is due :-

- (i) Commissioner/Secretary to Government concerned.
- (ii) Head of the Department concerned.
- (iii) Financial Advisor and Chief Accounts Officer of the Administrative Department.

2. The Committee should invariably hold quarterly meetings so that the prescribed returns by the subordinate offices in this behalf are ensured to be submitted well in time with relevant pension cases initiated and settled promptly and regularly. The said Review Committee should hold first meeting at least by end of April 1996 to ensure that the retiring Government servants who are to retire prior to 1-5-1996 to get their PPO's issued on 1st May 1996 positively. The said Review Committee will have to see and sort out the bottle-necks in speedy settlement of the pension cases of their respective Departments and take remedial measures to see through the prompt and regular settlement of the same.

3. The Receipt of this O.M. may kindly be acknowledged.

(Sd.) M. J. NAJAR,  
Director (Codes),  
Finance Department.

Copy to :-

1. All Additional Chief Secretaries \_\_\_\_\_
2. All Commissioners/Secretaries to Govt. \_\_\_\_\_
3. All Head of Departments \_\_\_\_\_
4. All Financial Advisors and Chief Accounts Officer of the Administrative Departments.
5. Compendium/Master File.

**GOVERNMENT OF JAMMU AND KASHMIR,  
CIVIL SECRETARIAT—FINANCE DEPARTMENT.**

O. M. No. A/44 (85)-III-549

Dated : Srinagar, the 10th June, 1996.

**Subject :** Release of Cost of Living Allowance (COLA) to the Employees/Workers of State Owned Public Sector Corporations with effect from 01-01-1996.

**Reference :** Administrative Council Decision No. 47 dated 27-04-1996.

The Government has been pleased to approve the release of 14 (fourteen) instalments of COLA to the Industrial Workers and Employees of the State Owned Public Sector Corporations with effect from 1st January, 1996 in lieu of increase in Consumers Price Index level from 1-1-1995 to 31-12-1995. The State Owned Public Sector Undertakings to whom Wage Committee Report is applicable may accordingly pass appropriate orders in the matter with the approval of their competent authority, in-keeping-with their resource position at the following rates as notified vide Government Order No. 296-F of 1987 dated 13-10-1987.

S. No.	Pay Slab/Wage Level P.M.	Rate of COLA for instalment per month
1	2	3
1.	Upto Rs. 650/- P.M.	Rs. 10.00
2.	From Rs. 651/- to Rs. 775/-	Rs. 12.50
3.	From Rs. 776/- to Rs. 900/-	Rs. 15.00
4.	From Rs. 901 to Rs. 1000/-	Rs. 17.50
5.	From Rs. 1001/- to Rs. 1325/-	Rs. 20.00
6.	From Rs. 1326/- to Rs. 1500/-	Rs. 24.00
7.	From Rs. 1501/- to Rs. 1650/-	Rs. 27.00
8.	From Rs. 1651/- to Rs. 1900/-	Rs. 30.00