



GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 3rd December, 2019.

SO-22.—In exercise of the powers conferred by proviso to Article 309 of the Constitution and all other enabling provisions in this behalf, the Lieutenant Governor is hereby pleased to make the following rules ; namely :—

1. *Short title, commencement and application.*—(1) These rules shall be called the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 2019.

(2) They shall be deemed to have come into force with effect from 31-10-2019.

(3) Subject to the provisions of sub-rule (4) below, these rules shall apply to the persons appointed to the civil services and posts in connection with the affairs of the Union Territory of Jammu and Kashmir.

(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 of re-employment provide otherwise ; and
- (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/her family.

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

- (a) “**A place in India**” means any place within the territory of India, whether it is in the main-land India or overseas ;
- (b) “**Block of years**” means a block of two calendar years for LTC to home town and a block of four calendar years for LTC to any place in India ;

(c) “**Controlling officer**” for purpose of these rules means the authority prescribed for countersigning T. A. bills, as under :—

(i) For Non-Gazetted Govt. Servant      Gazetted Officer in charge of the establishment to which the Govt. servant belongs.

(ii) For Gazetted officer      Next higher Administrative Officer.

(d) “**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 Administrative Secretary to Government of the concerned department in the case of Secretariat employees.

(ii) For Gazetted Officers      Government in the Administrative Department ;

(e) “**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, 1956.

(f) “**Family**” means :—

(i) the government servant's wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the government servant or not ;

(ii) married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters

as are residing with the Government servant and are wholly dependent on the Government servant ;

- (iii) parents and/or step parents residing with and wholly dependent on the Government servant ;
- (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

**“Explanation** :—A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend etc. does not exceed Rs. 9000 p. m. is deemed to be wholly dependent on the Government servant.”

- (g) **“Hometown”** means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer ;

**Explanation** :—The criteria mentioned below may be applied to determine whether the government servant’s declaration may be accepted—

- (i) whether the place declared by Government servant is one which requires his physical presence at intervals for discharging various domestic and social obligations ;
- (ii) whether the Government servant owns residential property in that place ;
- (iii) whether his near relations are resident at that place ;

- (h) “**Shortest direct route**” shall have the same meaning as given in Article 306 (a), (b) and (c) of Jammu and Kashmir Civil Service Regulations, 1956 ;
- (i) “**LTC**” means Leave Travel Concession.

4. ***Declaration of Family***.—Every Government servant shall declare his/her family at the beginning of a block of years in Form 1 appended to these rules. 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 paste the declaration with the Service Book of the employee and make use of it at the time when application for LTC 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*** :—

- (i) The Leave Travel Concession shall be admissible to a Government servant specified in sub-rule (3) of rule 1 and his/her family, if the Government servant has completed five years continuous regular service under the government on the date of application to be made in Form-2 :  
  
Provided that an employee completing five years continuous regular service during the course of block of years shall be eligible to avail the LTC during the remaining period of same block.
- (ii) The concession shall be admissible during any period of the leave including Casual Leave.
- (iii) The concession will not be admissible when a Government servant undertakes journey during the weekend holidays or any other period of holidays alone without any leave.
- (iv) The concession shall not be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.

- (v) Government servants serving in the Vacation Department and entitled to enjoy regular vacation can avail LTC during vacation period.
- (vi) The concession shall not be admissible to a Government servant (including his/her family) during the period of suspension.
- (vii) 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.
- (viii) Government servant(s) on deputation/Foreign service shall be entitled to LTC under these rules. The expenditure on LTC in such cases shall be paid by the borrowing agency subject to its sanction by Administrative Department to which the employee(s) belongs.

**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, 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 LTC in exceptional circumstances.

(2) The family shall be allowed to avail the facility in one go and not in batches. Where both the husband and the wife are government employees, the facility shall be availed only once during a block of years.

**7. Types of Leave Travel Concession :—**

- (i) The Leave Travel Concession to hometown shall be admissible irrespective of the distance between the headquarters of the Government servant and his hometown, once in a block of two calendar years commencing with 2020-21.
- (ii) The Leave Travel Concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years, commencing with 2020-23.

**Note** :—Employees who wish to avail LTC before 31st December, 2019 may do so ; however L.T.C availed during the period of issuance of these rules and 31st December, 2019 shall be counted towards block year 2020-21/2020-23.

8. **Counting of LTC against a particular Block.**—The concession of LTC availed 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.

9. **Carryover of Leave Travel Concession.**—A Government Servant who is unable to avail of the leave travel concession within a particular block of two years or four years, as the case may be, may avail of the same within the first year of the next block of two years or four years. If a Government servant is entitled to leave travel concession to home town, he/she can carry forward the leave travel concession to any place in India for a block of four years only if he/she has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

10. **Entitlement** :—

- (i) Travel entitlement of Government servants for the purpose of LTC shall be as per the Travelling Allowance Rules laid down in J&K Civil Service Regulations as amended from time to time ;
- (ii) No daily allowance shall be admissible for travel on LTC ;
- (iii) Any incidental expenses and the expenditure incurred on local journeys shall not be admissible ;
- (iv) If a Government servant travels by a class higher than to which he/she is entitled, reimbursement will be restricted to the rate of entitled class. If he/she travels by a lower class, the reimbursement will be as per the class travelled/fare actually paid.

11. **Limitations on admissibility of LTC Charges.**—  
(1) Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey or against booked ticket(s) 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.

(3) LTC is not admissible for journeys performed in a private car (owned, borrowed or hired) or chartered bus, van or other vehicle owned or operated by private operators. However, LTC shall be admissible for journeys conducted by Tourism Development Corporations, State Transport Corporations and Transport Services run by Central or other Government or local bodies. In such cases, the Government servant will be entitled to reimbursement of—

- (i) the actual hire charges on the chartered vehicle : or
- (ii) the amount reimbursable had the journey to the declared place of visit been performed by the entitled class of rail by the shortest direct route, whichever is less.

(4) In case there is no public transport available in a particular stretch of the journey, reimbursement will be made as per his entitlement on transfer for a maximum limit of 100 kms by private/personnel transport based on self-certification. Furnishing of false certificate will attract disciplinary action.

(5) The travel by road to any place outside J&K shall not be admissible except between stations not connected by rail.

(6) Telegram charges for reservation of railway berths are inadmissible.

#### **12. *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 LTC advance shall be made in Form 2. The amount of such advance in 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 both ways.
- (b) Sanction for availing of LTC and grant of advance therefor shall be issued by the competent authority in Form 5.



(2) 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 does not exceed ninety days. If this limit is exceeded then the advance may be drawn for outward journey only.

(3) 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 are 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.

13. ***Earned leave encashment facility.***—An employee may be permitted to encash maximum of 10 days Earned Leave at the time of availing of Leave Travel Concession without any linkage to the number of days and the nature of leave availed while proceeding on LTC. This is limited to a maximum of 60 days during the entire career and the total number of days so encashed will not be counted for computing maximum quantum of leave encashable at the time of quitting service.

14. ***Claim for adjustment/reimbursement*** :—

- (i) A claim for adjustment/reimbursement of expenditure incurred on journey under Leave Travel Concession shall be submitted in Form 3 supported by Original tickets/payment vouchers ;
- (ii) 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 so, 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 ;
- (iii) 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 ;
- (iv) A simple interest at 20% per annum or at the rate notified by the Government from time to time 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.

**15. *Fraudulent claims of Leave Travel Concession* :—**

- (i) 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 the disciplinary proceedings.
- (ii) 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, 1956 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.
- (iii) If the Government servant is fully exonerated of the charge of fraudulent claim of LTC, he/she shall be allowed to avail of the concession withheld earlier as additional set in future block(s) of years but before the normal date of his/her superannuation.

**16. *Responsibility of Drawing and Disbursing Officer/Controlling Officer*.—(1) The advance for LTC 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 (d) 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 C.V./ T.V. No. \_\_\_\_\_ dated \_\_\_\_\_ and paid to him/her 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 Air Ticket (including boarding cards)/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 C.V./T. V. No. \_\_\_\_\_ dated \_\_\_\_\_ and 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 deviation or violation of any provision contained in these rules.

**17. Accounting of expenditure on Leave Travel Concession.—**

The expenditure on account of LTC will be debitable to the detailed head “LTC” under the relevant Minor/Major Head of Account.

18. **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 detailed head “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 up to 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 forward as opening entries. A monthly statement of facts shall be submitted to the Controlling Officer and Head of the Department.

19. **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 interpretation and the decision thereof shall be final.

20. **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 no such relaxation shall be allowed without the concurrence of the Finance Department.

21. **Repeal and savings.**—(1) From the date of commencement of these rules, the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 1996, are hereby repealed.

(2) 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.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,  
Financial Commissioner,  
Finance Department.

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**FORM 13**

**DECLARATION OF FAMILY**

I \_\_\_\_\_ working as \_\_\_\_\_ in the Department presently posted in \_\_\_\_\_ do solemnly declare the strength/particulars of my family as under :—

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

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

**Dated :—** \_\_\_\_\_ **Signature of Government servant (Gazetted/Non-Gazetted)**

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

**Dated :—** \_\_\_\_\_

**Signature with Official Seal of Gazetted officer**

**Note :—**The Certificate of the Gazetted Officer is required only in respect of Non-Gazetted Government Servant

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**FORM 2**

Application Form for : (i) Declaration of place of visit.  
: (ii) Sanction of LTC  
: (iii) Grant of advance for LTC

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of entry in the Govt. Service : \_\_\_\_\_
4. Total service as on the date : \_\_\_\_\_  
of application for LTC
5. Basic Pay (with level of Pay) : \_\_\_\_\_
6. Whether spouse is employed. : \_\_\_\_\_  
If so whether he/she is  
entitled to LTC (Reference to  
rules whereunder entitled  
may be given)
7. In case of spouse being entitled : \_\_\_\_\_  
to LTC state whether he/she  
has claimed it separately
8. Place to be visited : \_\_\_\_\_
9. Block for which LTC is to : \_\_\_\_\_  
be allowed
10. Single Air fare/Rail fare/bus : \_\_\_\_\_  
fare from the Headquarters to  
the place of visit by shortest  
direct route
11. Persons in respect of whom : \_\_\_\_\_  
LTC is proposed to be availed

<b>S. No.</b>	<b>Name</b>	<b>Age</b>	<b>Relationship (Refer Form 1)</b>
1.			
2.			
3.			
4.			
5.			

12. Estimated amount for availing LTC (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.

**Dated** : \_\_\_\_\_

**Signature of Govt. Servant.**

**FOR USE IN OFFICE—**

1. Certified that—

- (a) Particulars in S. No. 1 to 6 have been verified and found correct.
- (b) The members of the family as shown under S. No. 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 LTC.

**Seal and Signature of Head of Office.**

2. Check list—

- (a) Fare for to and fro journey by the entitled class or the classes by which the official proposes to travel, whichever is less. : Rs. \_\_\_\_\_
- (b) No. of entitled persons for whom advance is claimed : Rs. \_\_\_\_\_

(c) Amount reimbursable  
to official : Rs. \_\_\_\_\_

(d) 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 LTC.

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**FORM 3****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.			

7. Details of Journey(s) performed by Government servant and the members of his/her family. (Payment Voucher/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 payment vouchers/tickets	No. of fare(s) claimed for	Fares paid	Remarks
1	2	3	4	5	6	7	8	9

8. Amount of advance, if any drawn : Rs. \_\_\_\_\_  
(Reference to sanction)

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-to	Mode of conveyance	Class to which entitled	No. of fare(s) claimed	Amount of fare(s) entitled to (in rupees)	Class by which actually travelled	Amount of fare/fare(s) paid (in Rupees)
1	2	3	4	5	6	7

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

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

Certified that :

1. The information as given above is true to the best of my knowledge and belief.
2. That my spouse is not employed in Government service/that my spouse is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years \_\_\_\_\_ to \_\_\_\_\_.
3. That my spouse for whom LTC is claimed by me is employed in (name) of the State/Union Territory/Public Sector Undertaking/ Corporation/Autonomous Body etc.) which provided Leave Travel Concession facilities but he/she has neither preferred nor will prefer any claim on this behalf to his/her employer ; and
4. That my spouse for whom LTC is claimed by me is not employed in any PSU/Corporation/Autonomous Body, finance wholly or partly by the Central/State Government/Union Territory or Local

Body which provides LTC facilities to its employees and their families.

**Dated :** \_\_\_\_\_ **Signature of Government servant**

PART 'B'

*(To be filled in by the Office)*

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

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

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

Net amount (payable/refundable)= Rs. \_\_\_\_\_

2. The expenditure is debitible 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 Office.**

\_\_\_\_\_

**FORM 4****Register of LTC advances/adjustments and recoveries**

Name of the Official			
Designation			
Reference to order under which LTC sanctioned			
Amount of advance paid (with date of payment)			
Treasury/cash Voucher No. and date			
Amount of final claim			
Balance amount paid/recoverable			
Vr. No. and date (of adjustment)			
Outstanding amount			
Initial of D.D.O's			
Remarks			

**FORM 5****Order**

Subject :—Sanction of LTC/LTC Advance in favour of  
S h r i /  
Smt.\_\_\_\_\_.

Reference : \_\_\_\_\_.

1. Sanction is hereby accorded to the :
  - (a) Grant of LTC to \_\_\_\_\_ in favour of Shri/Smt. \_\_\_\_\_ Working as \_\_\_\_\_ in the office of \_\_\_\_\_ who shall avail it from \_\_\_\_\_ to \_\_\_\_\_ for which the \_\_\_\_\_ leave shall be sanctioned by the competent authority separately ;
  - (b) Grant of an advance of Rs. \_\_\_\_\_ (90% of the estimated expenditure of Rs. \_\_\_\_\_ as per item 12 of Application (Form 2) for availing of the LTC.
2. The sanction for LTC has so far been accorded in favour of \_\_\_\_\_ officials/out of \_\_\_\_\_ officials during the current year of Block \_\_\_\_\_.
3. The sanction shall be subject to the following terms and conditions :—
  - (a) An entry shall be made in the Service Book of the official as prescribed under Rule 16 (1) and 16 (2) of the J&K Civil Service (LTC) Rules, 2019 ;
  - (b) The official shall submit the final LTC claim in Form 3 within one month from the date of return journey after availing the LTC ;
  - (c) The other conditions for grant of this concession shall be same as laid down in J&K Civil Service (LTC) Rules, 2019.

**Sanctioning Authority**

**Note** :—(i) Copy of this sanction duly attested by the Drawing and Disbursing Officer shall be attached to this bill for advance drawal to be presented at the Treasury for payment/drawal of bill.

- (ii) The copies of this order shall be endorsed by the sanctioning authority to Accountant General, J&K, Head of the Department, Controlling Officer, Administrative Department and Concerned Officer invariably.

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Transport Allowance to the Employees of Union Territory of J&K.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Expenditure, Ministry of Finance, GoI, O. M. No. 21/5/2017-E.II(B) dated: 7th July, 2017.

(iii) Department of Expenditure, Ministry of Finance, GoI, O. M. No. 21/5/2017-E.II(B) dated 2nd August, 2017.

Government Order No. 472-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of Transport Allowance in favour of employees of the Union Territory of Jammu and Kashmir at following rates :—

Employees drawing pay in the Pay Level	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure	Employees posted at all other places
9 and above	Rs. 7200+DA thereon	Rs. 3600+DA thereon
3 and above but below Level 9	Rs. 3600+DA thereon	Rs. 3800+DA thereon
Up to Level 2	Rs. 1350+DA thereon	Rs. 900+DA thereon

**Note** :—Government Employees who are drawing pay of Rs. 24200/- and above in Pay Level SL1, SL2, SL3, 1 and 2 of the Pay Matrix, shall be eligible for grant of Transport Allowance @

Rs. 3600 + DA thereon at the Cities mentioned in the Annexure and @ Rs. 1800 + DA thereon at all other places.

2. The grant of Transport Allowance shall be subject to the following conditions :—

- i. The allowance shall not be admissible to those employees who have been provided with/avail the facility of Government transport or use official vehicle.
- ii. In respect of those employees who opt to continue in their preremised Pay-structure/Pay Scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in J&K Civil Services Revised Pay Rules, 2018 would determine the allowance under these orders.
- iii. Physically disabled employees viz. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall be paid Transport Allowance at double the normal rates, which shall, in no case, be less than Rs. 2250/- p.m. plus applicable rates of Dearness Allowance. Benefit of Conveyance Allowance available to above categories of employees under Article 328-E of J&K CSR Vol-I shall not be available.

3. Admissibility of Transport Allowance during the following circumstances :—

- (a) **During leave.**—The allowance will not be admissible for the calendar month(s) wholly covered by leave.
- (b) **During deputation abroad.**—The allowance will not be admissible during the period of deputation abroad.
- (c) **During tour.**—If an employee is absent from the Headquarters/ Place of Posting for full calendar month(s) due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months. However, If the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.
- (d) **During training treated as duty.**—The allowance may be granted during such training, if no Transport Facility/Travelling Allowance/Daily Allowance is provided for attending the training



institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

- (e) **During inspection/survey duty by Members of Special Parties within the city but exceeding 8 Kms. from the Headquarters or during continuous field duty either in or outside Headquarters.**—Transport Allowance is given to compensate for the expenditure incurred for commuting to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance during that calendar month(s).
- (f) **To vacation staff.**—Vacation staff is entitled to Transport Allowance provided no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calendar month(s).
- (g) **During suspension.**—As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.

4. These orders shall be effective from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA,

Financial Commissioner,  
Finance Department.

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*Annexure to the Government Order No. 472F of 20 19  
Dated 28 -11-2019.*

**List of Cities/Towns eligible for higher rates of  
Transport Allowance on reclassification of cities/towns  
as per census 2011.**

S. No. Name of the States/Union Territories Name of the City/Town

1	2	3
1	ANDAMAN AND NICOBAR	--
2	ANDHRA PRADESH/ TELANGANA	Hyderabad
3	ARUNACHAL PRADESH	--
4	ASSAM	--
5	BIHAR	Patna
6	CHANDIGARH	--
7	CHHATTISGARH	--
8	DADRA AND NAGAR HAVELI	--
9	DAMAN AND DIU	--
10	DELHI	Delhi (UA)
11	GOA	--
12	GUJARAT	Ahmedabad (UA), Surat (UA)
13	HARYANA	--
14	HIMACHAL PRADESH	--
15	JAMMU AND KASHMIR/ LEH AND KARGIL	--
16	JHARKHAND	--

1	2	3
17	KARNATAKA	Bengalore/Bengaluru (UA)
18	KERALA	Kochi (UA), Kozhikode (UA)
19	LAKSHADWEEP	--
20	MADHYA PRADESH	Indore (UA)
21	MAHARASHTRA	Greater Mumbai (UA) ; Nagpur (UA); Pune (UA)
22	MANIPUR	--
23	MEGHALAYA	--
24	MIZORAM	--
25	NAGALAND	--
26	ODISHA	--
27	PUDUCHERRY/ PONDICHERRY	--
28	PUNJAB	--
29	RAJASTHAN	Jaipur (UA)
30	SIKKIM	--
31	TAMIL NADU	Chennai (UA), Coimbatore (UA)
32	TRIPURA	--
33	UITAR PRADESH	Ghaziabad (UA), Kanpur (IJA), Lucknow (UA)
34	UITARAKHAND	--
35	WEST BENGAL	Kolkata (UA)

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Children Education Allowance (CEA) and Hostel Subsidy to the Employees of Union Territory of J&K.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K- IV dated 22-10-2019.

(ii) Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, GoI, O. M. No. A/27012/02/2017-Estt. (AL) dated 16th July, 2018.

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Government Order No. 473-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of children Education Allowance and Hostel Subsidy in favour of Employees of Union Territory of Jammu and Kashmir at par with the Central Government Employees.

2. The allowance is subject to following conditions :—

- i. The reimbursement of Children Education Allowance/Hostel subsidy can be claimed only for the two eldest surviving children with the exception in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.
- ii. The amount for reimbursement of Children Education allowance will be Rs. 2250/- per month (fixed) per child. This amount of Rs. 2250/- is fixed irrespective of the actual

expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt(s) [including e-receipt(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i. e. twelve months of complete academic session.

- iii. The amount of ceiling of hostel subsidy is Rs. 6750/- pm. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self- attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained above in clause (ii) of this para.
- iv. The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (ii) i. e. Rs. 4500/- per month (fixed).
- v. The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

- vi. The Hostel Subsidy and Children Education Allowance can be claimed concurrently.
- vii. In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.
- viii. The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.
- ix. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.
- x. The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance and Hostel Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
- xi. If a Government servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Union Territory, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the CEA/ Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Government servant was working prior to his death and will be regulated by the other conditions, laid down in this order.

- xii. In case of retirement, discharge, dismissal or removal from service, CEA/Hostel Subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the government servant worked prior to these events and will be regulated by the other conditions laid down in this Order.
- xiii. The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
- xiv. Reimbursement of CEA and Hostel Subsidy shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by Junior Colleges or schools affiliated to Universities or Boards of Education.
- xv. CEA is allowed in case of children studying through “Correspondence or Distance Learning” subject to other conditions laid down herein.
- xvi. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
- xvii. In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or

not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

- xviii. In case of a Divyang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.
- xix. The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the CEA/Hostel subsidy for that period.

3. These above instructions would come into effect from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Special Allowance for Child Care for Women with disabilities.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Personnel and Training, Ministry of Personnel, P. G. and Pensions, GoI, No. A-27012/03/2017-Estt. (AL) dated 16th August, 2017.

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Government Order No. 474-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of “Special Allowance for Child Care for Women with disabilities” subject to the following conditions :—

- (i) Women with disabilities shall be paid Rs. 3000/- (Rupees Three Thousand only) per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
- (ii) It shall be payable for a maximum of two eldest surviving children.
- (iii) Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-N.I.I dated 01-06-2001 and amended from time to time.
- (iv) The certificate regarding disability shall be issued by Medical Board constituted by the Government, consisting of CMO of the district and at least two Medical Specialists nominated by

the concerned Director Health Service with at least one specialist from the concerned field.

(v) The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

(vi) These orders shall be effective from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Incentive for acquiring fresh higher qualification.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GoI, O. M. No. 1/5/2017-Estt. (Pay-I) dated 15th March, 2019.

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Government Order No. 475-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of Incentive for acquiring fresh higher qualification by a Government employee in fields that are directly relevant to the employee's job. The following one-time lump-sum rates as incentive for acquiring fresh higher qualification shall be permissible.

S. No.	Qualification	Amount (In Rs.)
1.	Ph. D. or equivalent	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent	20,000
4.	Degree/Diploma of duration more than three years, or equivalent	15,000
5.	Degree/Diploma of duration three years or less, or equivalent	10,000

2. Criteria/guidelines for granting incentive for acquiring fresh higher qualifications are as under :—

- (i) The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- (ii) No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant.
- (iii) The quantum of incentive will be uniform for all posts, irrespective of their classification or grade or the department.
- (iv) The incentive shall not be admissible where the government servant is sponsored by the government or he/she avails study leave for acquiring the qualification.
- (v) The incentive would be given only for higher qualification acquired after induction into service.
- (vi) No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.
- (vii) The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/state Government or recognized by the Government.
- (viii) The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
- (ix) The Government servant should prefer the claim within six months from the date of acquisition of the higher qualification.

- (x) The incentive as per this Government Order will be admissible for above qualifications acquired on or after 31st October, 2019.
- (xi) Government Servants, who have acquired the fresh higher qualification on or after 31st October, 2019 till the date of issuance of this Government Order, may also claim these incentives within six months from the date of issuance of this Government Order.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.