

NATIONAL HIGHWAYS AUTHORITY OF INDIA (LEAVE TRAVEL CONCESSION) REGULATIONS, 1997

REP. NO. D.L.-33004/97 Che Gazette of EXTRAORDINARY III—PART IV—Section 4
PUBLISHED BY AUTHORITY IN 20, 29, 1918 NEW DELHI, THURSDAY, MARCH 20,
1997/PHALGUNA 29, 1918 (1997 11 1997 1988(1988 68) 2. @F1t7T : 723 GI/97 2 (3) THE GAZETTE
OF EXTRAORDINARY II—SEC. 4] ' ' 1996 'AfiâR" fid!, 4. 1. 2. a-q-fiqq (1) s. 2. 3. 1. 1988 4 2. 8.
<IÄT 1. 3 2. a-Ifi•q 2. 10. 2. 3. 11. 12. 1988 13. NATIONAL HIGHWAYS AUTHORITY OF INDIA
NOTIFICATION NATIONAL HIGHWAYS AUTHORITY OF INDIA (LEAVE TRAVEL
CONCESSION) REGULATIONS, 1991 New Delhi, the 11th March, 1997 No. NHAW12011/12/95-
Admn.—In exercise of the powers conferred by section 3S read with Sub-section (1) of section 9 of the
National Highways Authority of India Act, 1988 (68 of 1988), the National Highways Authority of India
hereby makes the following regulations, specifying the entitlement of travel concession of the officers and
employees of the Authority, namely : 1. Short title and commencement : (These regulations may be called
the National Highways Authority of India (Leave Travel Concession) Regulations, 1997. 4 THE
GAZETTE OF INDIA : EXTRAORDINARY [PART III—Section 4] (2) They shall come into force on the date
of their publication in the Official Gazette

2. Application : These regulations shall apply to all officers and employees in whole-time employment of
the Authority who have completed one year of continuous and regular service in the Authority : Provided
that the persons appointed on deputation shall have the option to be exercised within six months of joining
service of the Authority, to choose between leave travel concession as admissible under these regulations
or that admissible to them under their parent organisation whichever is more favourable to the, but no such
person shall be entitled to avail of the concession from the Authority for himself or for his family for the
duration of a block in which he or any member of his family has already availed of the concession under
this parent organisation during that block

3. Definitions : In these regulations, unless the context otherwise requires : "block" has the same
meaning as in rule 8 of the Central Civil Services (Leave Travel Concession) Rules 1988; (a)
"competent authority" means the Chairman or any Member or any officer to whom powers
exercisable under (b) these regulations have been delegated in this behalf; "concession" means the
leave travel concession admissible to an officer or employee under these regulations; (c) ' ' 'disciplinary authority' ' has the same meaning as in the National Highways Authority of India
(Conduct, Discipline and Appeal) Regulations, 1996; (e) "family" means an officer or
employees's wife or husband, as the case may be, his or her legitimate children and step-children,
parents, step-mother, unmarried sisters and minor brothers, wholly dependent upon the officer or
employee; "home town" means the town, village or any other place declared as such by the officer or
employee and accepted (f) by the competent authority under regulation 4; "officer or employee"
means a person who is in the whole-time employment of the Authority and has completed one year of
continuous and regular service within the Authority. 4

5. Declaration of home town : (1) (2) Every officer or employee shall within a period of six months
from the commencement of these regulations or within a period of six months from the date of
his joining the service, or the availing of the concession, whichever is earlier, make a declaration to
the competent authority, a town, village or place in India as his home town, and the competent
authority shall accept such declaration. A declaration made under sub-regulation (1) and accepted by the
competent authority shall be final, but at the request of the officer or employee for adequate reasons, the
competent authority may, for reasons to be recorded in writing, change the home town, provided that such a
change shall not be effected more than once during the entire period of service of the officer or employee.
Type of concession and their admissibility : (1) Subject to the approval of the competent authority, an
officer or employee may avail of the concession for himself and the members of his family : (a) to visit his
home town once in a block of two years ; and (b) to visit any place in India once in a block of four years.
Provided that an officer or employee or the members of his family may, in lieu of visiting any place in
India, visit the home town. (2) (3) The concession shall be admissible to an officer or employee when he
proceeds on any kind of leave and where the officer or employee does not accompany the members of his

family, the concession shall be admissible even if no leave has been granted to the officer or employee. The concession to visit home town or any place in India, if unutilised during the block year for which it was due, may be carried forward to the first year of the next block of two years or four years, as the case may be, and thereafter it shall lapse. 111—7ä-c-g 4] 6. Entitlement : 5 (1) Journey by rail:—An officer or employee shall be entitled to travel by rail and entitlement of class of accommodation shall be determined on the basis of rule 4 of the Central Civil Services (Leave Travel Concession) Rules, 1988. (2) Journey by air : An Officer or employee may between places not connected by rail or though connected by rail, Journey by such connection is more expensive

7. Reimbursement : Reimbursement of the concession shall be allowed on the basis of point to point journey on a through ticket over the shortest route and shall not cover incidental expenses or expenditure on local journey.8. 9

10. Submission of claim : (1) The officer or employee shall prefer his claim for reimbursement of the fare paid by him for the concession together with necessary details along with a certificate that he or his family, or both, actually performed the journey within one month of the completion of the return journey, if advance has been taken by him and where on advance has been drawn within three months. (2) If an officer or employee does not submit his claim within the period specified in sub-regulation (1), his claim for reimbursement shall be forfeited and the advance granted to him, if any, shall be recovered from him. Grant of advance : (1) Advance not exceeding four fifths of the estimated expenditure on journey may be granted to an officer or employee. (2) Where advance has been drawn under sub-regulation (1), and the officer or employee fails to commence the onward journey within thirty days of the drawal of advance, he shall refund the advance drawn forthwith in one lumpsum. Fraudulent claim of leave travel concession : (1) . If a decision is made by the disciplinary authority to initiate disciplinary proceedings against an officer or employee on the charge of preferring a fraudulent claim of the concession, such officer or employee shall not be allowed the concession till the finalisation, of such disciplinary proceedings. (2) If the disciplinary proceeding results in imposition of any penalty, the officer or employee shall not be allowed the next two sets of the concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. (3) If the officer or employee is fully exonerated of the charge of fraudulent claim of the concession, he shall be allowed to avail of the concession withheld earlier. Explanation : For the purpose of this regulation, the concession to home town any place, in India shall constitute two sets of the concession

11. Power to relax : Save as otherwise provided in these regulations, where the Chairman is satisfied that the operation of any of these regulations causes undue hardship in any particular case, he may, by order, for reasons to be recorded in writing, dispense with or relax the requirement of that regulation to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner

12. Residuary matters Matters with respect to which no specific provisions have been made in these regulations shall be regulated under the provisions of the Central Civil Services (Leave Travel Concession) Rules, 1988 as from time to time and the instructions issued thereunder by the Central Government

13. Interpretation : If any question arises relating to the interpretation of these regulations, it shall be referred to the Chairman who shall decide. the same. 123 R.L. KOUL, Member