

Government of West Bengal  
Finance Department  
(Audit Branch)  
Nabanna, Howrah-711102.

No. 4784-F(P2)

Dated : 28.11.2024

MEMORANDUM

In partial modification of Sub Para (a) and (b) of Para E of Memorandum No. 9924-F dated 7th December, 2005, the Governor has been pleased to allow the following classes of accommodation to the State Govt. employees while availing HTC/LTC keeping the other terms and conditions unchanged.

(a) For journeys to home-town and back on availing Home Travel Concession and to any place in India and back on Leave Travel Concession, the State Government employees will be entitled to undertake journeys in any train within India in the following class of accommodation according to their pay ranges (Basic Pay).

Basic Pay	Trains having Sleeper facilities (inclusive of all charges as mentioned in the tickets)	Trains having Chair car facilities (inclusive of all charges as mentioned in the tickets)
50,000/- & above	A.C. – II Tier	A.C. Chair Car (CC)
Below 50,000/-	A.C. – III Tier	

(b) For journeys to place like port Blair in the Andaman and Nicobar Islands and Lakshadweep Group of Islands by Ships operated by the Shipping Corporation of India, entitlement of class of accommodation according to pay ranges will be as follows :-

Basic Pay	Entitlement of Class of accommodation
40,000/- & above	First/ 'A' Cabin Class
Below 40,000/-	Second/ 'B' Cabin Class

This order comes into effect from 01.12.2024.

Sd/- P.K. Mishra

Additional Chief Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-700 001
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol.-700 001.
3. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata – 700 064.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata – 700 087.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata – 700 087.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th and 6th Floor, Plot No. 9, DF Block, Sector 1, Bidhannagar, Kol-700 064.
7. The Section & D.D.O., Finance (Accounts) Department, West Bengal Secretariat, Nabanna, Howrah 711 102.
8. All Additional Chief Secretary/ Principal / Secretary  
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9. The District Magistrate/ District Judge  
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10. The Sub-Divisional Officer,  
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11. The Treasury Officer,  
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12. The Commissioner,  
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13. The Superintendent of Police,  
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14. The Superintendent Engineer / Executive  
Engineer,.....
15. The Principal Industrial Training  
Institute,.....
16. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this  
Resolution in the Finance Department, Website.
17. Office Copy.



Additional Secretary to the  
Government of West Bengal.