

## Government of West Bengal

Finance Department

(Audit Branch)

NABANNA

325, Sarat Chatterjee Road, Howrah-711102

No.4670-F(P2)

Dated 30/12/2025

### MEMORANDUM

At present, State Government employees are entitled to avail the benefit of Leave Travel Concession (LTC) to the Andaman and Nicobar Islands once in a block of ten years by undertaking journeys by ships/vessels operated by the Shipping Corporation of India, in terms of this Department's Memo No. 9924-F dated 07/12/2005 read with Memo No. 4784-F(P2) dated 28/11/2024.

2. In the present circumstances, travel by ships/vessels to Shri Vijaya Puram (erstwhile Port Blair) has become inconvenient and impracticable owing to irregular shipping services. Consequently, most beneficiaries are opting for air travel. However, reimbursement of fare is presently restricted to the applicable shipping fare as fixed by the Directorate of Shipping Services, which varies from ship to ship, leading to ambiguity and administrative difficulties in determining admissible reimbursement.
3. After careful consideration of the matter, the Governor has been pleased to decide, in partial modification of this Department's Memo No. 9924-F dated 07/12/2005, that State Government employees opting for Leave Travel Concession to the Andaman and Nicobar Islands shall be permitted to travel by air in economy class, subject to the following conditions:
  - (i) The journey shall be undertaken from the airport in India nearest to the employee's headquarters/place of posting.
  - (ii) The travel shall be by a National Carrier or an Indian Private Airline operating a direct flight to Shri Vijaya Puram (Port Blair).
  - (iii) Air tickets shall be booked directly from the airline's booking counter or through the official website of the airline.
  - (iv) The amount admissible for reimbursement shall be limited to the actual air fare as indicated on the ticket.
4. Notwithstanding the above, employees shall continue to have the option to travel by ship/vessel in accordance with this Department's Memo No. 9924-F dated 07/12/2005 read with Memo No. 4784-F(P2) dated 28/11/2024, should they so choose.

This order shall come into force with effect from the date of issue of this Memorandum.

Sd/- P. K. Mishra  
Additional Chief Secretary  
to the Government of West Bengal

No.4670/1(200)-F(P2)

Dated 30/12/2025

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.- 1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol 1.
3. The Additional Chief Secretary/Principal Secretary/Secretary..... Dept.
4. The Divisional Commissioner .....Division (All).
5. The District Magistrate/District Judge/Superintendent of Police .....(All).
6. The Sub-Divisional Officer .....(All).
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III.
8. The Registrar & DDO Finance Accounts Department.
9. The Treasury Officer .....Treasury (All).
10. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department's Website.



Special Secretary  
to the Government of West Bengal