

संजय कोठारी
Sanjay Kothari
सचिव
SECRETARY



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

Secretary (Posts)
Dy. No. 6897-6
Date 20/6/2016

D.O.No.31011/3/2015-Estt.(A.IV)

15 June 2016

Dear Sir S.K. Sinha,

I would like to draw your attention to recent instructions regarding simplification of LTC procedure to ameliorate the problems being faced by the employees. The OM dated 18th February 2016(copy enclosed) inter-alia lays down the time lines for processing LTC claims. Along with the OM, a copy of the Guidelines has also been enclosed. These Guidelines are required to be circulated to the employees so that their claims are not rejected or delayed on account of lack of awareness of the provisions.

Further, DoPT has also circulated a draft for comments wherein attempt has been made to remove the difficulties faced by government servants when they do not use a public transport for short stretches of the journey.

I will be grateful, if these circulars are given wide publicity and put on your website.

With regards

Yours sincerely,

(Signature)

(Sanjay Kothari)

Encl: as stated above

Shri S.K. Sinha,
Secretary,
Department of Posts,
Dak Bhawan,
Sansad Marg,
New Delhi

Dy. No. 1827
Date 22-6-16
C&A PB Section
Dept. of Posts
Dak Bhawan, New Delhi-110001

Admn. Section
Digi Dak No. 3457
Date 22/06/16

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Pl. Put up a letter for
Secretary.
24/6

SO(A)

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टेली/Tel.: 23094848 टेलीफैक्स/Telefax : 23094500 E-mail ID secy_mop@nic.in

Secretary (P.S.B.)
Dy. No. 113-6
Date 21/6/16

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No. 31011/3/2015-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001
Dated: February 18, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment of procedural requirements.

This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions. It is alleged that in some cases, processing of LTC claims takes unduly long time, particularly when the employee and the sanctioning authorities are located at different stations.

2. To remove these bottlenecks, it has been decided to simplify the procedure of application and make the procedure of processing of LTC claims time bound. The following time-limits shall be followed while processing the LTC applications/claims of the Government servants.

S.No.	Course of action	Time limit
1.	Leave Sanction	5 working day + 3 working days*
2.	Sanction of LTC advance/Leave encashment	5 working day + 3 working days*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 working days + 3 working days*
4.	Time taken by DDO	5 working days + 3 working days*
5.	Time taken by PAO	5 working days + 3 working days*

*(a) Additional 3 days transit-time may be allowed in cases where the place of posting of the Government employees is away from their Headquarters, The Government employee may proceed on LTC after action on S.No.1.

(b) Efforts should be made to reduce the duration of processing of LTC applications/claims at the earliest. The maximum time limit should be strictly adhered to and non-compliance of time limit should be adequately explained.

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From pre-page:

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification has been annexed with this O.M.
4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she should be provided with a copy of the guidelines (enclosed) which needs to be followed while availing LTC.
5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC in an appropriate forum.

Enclosures:

- 1) Proforma for self-certification.
- 2) Guidelines

Surya Narayan Jha
(Surya Narayan Jha) 18-2-16

Under Secretary to the Government of India

To
The Secretaries
All Ministries / Departments of Government of India
(As per the standard list)

Copy to:

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2. Union Public Service Commission, New Delhi.
3. Central Vigilance commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
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7. Lok Sabha/Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders<< Establishment<< LTC Rules).
10. Hindi Section for Hindi version.

(5)

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders' << '*Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit*')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

(7)

From pre-page:

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
 - Within three months of completion of return journey, if no advance is drawn;
 - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

"Have a pleasant journey and a happy holiday"

(8)

No. 31011/3/2015-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk


North Block, New Delhi-110 001

Dated: March 23, 2016

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Fulfillment of procedural requirements-reg.**

The undersigned is directed to enclose a copy of draft O.M. on the subject noted above for comments within 15 days to the undersigned (email address: jha.sn@nic.in).


(Surya Narayan Jha)

Under Secretary to the Government of India

To
The Secretaries
All Ministries / Departments of Government of India
(As per the standard list)

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi.
- 2) Union Public Service Commission, New Delhi.
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- 6) All Union Territory Administrations.
- 7) Lok Sabha/Rajya Sabha Secretariat.
- 8) All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- 9) NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders<< Establishment << LTC Rules).

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No.31011/3/2015-Estt.(A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110001
Dated March , 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment procedural requirements.

The undersigned is directed to refer to para 8 and 9 of the Guidelines enclosed in this Department's O.M. of even number dated 18.2.2016 on the above noted subject and to say that the issues have been revisited in consultation with the Department of Expenditure. It has been decided that the cases where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorised mode of transport and undertakes rest of the journey to the declared place of visit by private transport/own arrangement, may be dealt with as follows:-

(i) When public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

The Government servant may also be reimbursed the fare incurred for completion of journey to the declared place of visit by own arrangement. This will be restricted to the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/ bus terminal to the declared place of visit. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(ii) Where no public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

(a) In case he does not wish to claim reimbursement for the part of the journey which he has undertaken by his own arrangement, he may be reimbursed for the part of the journey which he has undertaken by public transport. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(b) Where the Government servant claims assistance for the entire journey, the part of the journey where he has used his own arrangement would also be reimbursed as per his entitlement for journey on transfer. The Government

servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

2. In case of (b) above, the Government servant shall be required to submit a certificate that the mode of transport used by him operates from point to point on regular basis with the approval of the State Government/Transport authorities, and is authorised to ply as public carrier.

3. Above certificate need not be insisted upon in case information to the effect that (i) no public transport is available in a particular area, (ii) list of transport operators who operate on regular basis from point to point on regular basis with the specific approval of the State Government/Transport authorities, is available on the website of a State/Central Government or a State or Central PSU or in a current publication brought out by these authorities.

(Surya Narayan Jha)

Under Secretary to the Government of India

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All Ministries/Departments of Government of India
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10. Hindi Section for Hindi version.

No. 31011/3/2013-Estt (A.IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment A-IV Desk

Secretary (Posts)

Dy. No. 7647-9

Date 20/7/16

North Block, New Delhi-110 001

Dated: 20/7/16

OFFICE MEMORANDUM

Subject:- Irregularities and misuse in availing Leave Travel Concession-
Guidelines to be followed.

The undersigned is directed to enclose a copy of draft O.M. on the subject noted above for comments within 15 days to the undersigned (email address: jha.sn@nic.in).

Surya Narayan Jha
12.7.16
(Surya Narayan Jha)

Under Secretary to the Government of India

The Secretaries

All Ministries / Departments of Government of India.

(As per the standard list)

Copy to:-

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G.F.
21/7/16
D/o Posts
50(C & A)
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ADP(A)

2189
Dy. No. 21-7-16
Date 21-7-16
C&A PS Section
Dept. of Posts
New Delhi



SL. Dev
21/7/16

1020
21/7/16

Secretary (P.S. 3.)
Dy. No. 1470-4
Date 20/7/16

(12)

No. 31011/3/2013-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001
Dated: , 2016

OFFICE MEMORANDUM

Subject:- Irregularities and misuse in availing Leave Travel Concession- Guidelines to be followed.

The undersigned is directed to say that some instances where some Government servants colluded with private travel agents to submit LTC claims showing inflated airfare to clandestinely obtain undue benefits like free boarding/lodging/transport or cash refunds have come to notice of the Government.

2. In order to curb these malpractices the following steps may be taken:

(i) As per instructions reiterated from time to time, in all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines (Booking counters, website of airlines) or by utilizing the service of authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC'. Proposals from different Ministries/Departments for relaxation continue to be received on the plea that the Government servant was not aware of this requirement. Vide the OM dated No. 31011/3/2015-Estt (A.IV) dated 18th February, 2016 detailed guidelines on submission and processing of claims were circulated. These guidelines are required to be made available to Government servants whenever they apply for LTC. Plea of ignorance of the instructions therefore cannot be used by such Government servants.

The nodal Ministries of M/s Balmer Lawrie & Co. (Ministry of Petroleum and Natural Gas), M/s Ashok Travels & Tours (Ministry of Tourism) and IRCTC (Ministry of Railways) shall issue instructions to these organisations to ensure compliance to the instructions issued vide O.M. dated 18th February, 2016 on issue of air tickets. Any violation of these instructions shall invite blacklisting.

(ii) Vide the Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 04.03.2011, it was clarified that reimbursement of air fare lower than LTC-80 fare of Air India is admissible for the journey(s) performed by Air India under LTC-80. LTC-80 fare is to be used as the ceiling beyond which no claim will be entertained. It has now been decided that in accordance with the canons of financial propriety, Government servants should purchase tickets at the lowest rate available at the time of booking for the date and time of scheduled journey. Government servant will be required to submit the print out of the tickets showing date and time of booking in addition to the fare charged. It may, however, be kept in mind that in some cases of cancellation/rescheduling, a refund fee may be applicable. This will be borne by the employee unless the journey had to be rescheduled/cancelled due to exigencies of work. The Authority which has approved the LTC will have the powers to cancel or reschedule it.

Contd...

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From pre-page:

(iii) While submitting the LTC claim after completion of the LTC journey, the Govt. servant will be required to submit a self-certificate on plain paper as follows:

- (1) I certify that the airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging/local transport.
- (2) I also certify that I have booked the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.

3. The Administrative Ministries/Departments may also from time to time do random checks from airlines whether the tickets were booked at the lowest fare available on that date. Attention of the Ministries/Departments is also invited to Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 which requires the Government servants to maintain absolute integrity at all times. In addition, cheating/fraud also attract various sections of the Indian Penal Code 1860. Ministries/Departments should therefore not hesitate to take severe action against employees guilty of deliberate malpractices, particularly in collusion with travel agents etc.

4. All the Ministries/ Departments of Government of India are requested to bring the contents of this O.M. to the notice of all concerned.

(Surya Narayan Jha)
Under Secretary to the Government of India

The Secretaries
All Ministries / Departments of Government of India.
(As per the standard list)

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