

F.No. PP-20/2/2020-PAP  
Government of India  
Ministry of Communication  
Department of Posts  
Establishment Division/P.A.P Section  
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Dak Bhawan, Sansad Marg,  
New Delhi – 1100 01  
Date: 25<sup>th</sup> November, 2021.

To

1. All Chief Postmasters General/ Postmasters General
2. Chief General Manager, BD Dte/Parcel Dte/ PLI Directorate
3. Director RAKNPA/ GM CEPT/ Directors of All PTCs,
4. Addl. Director General, Army Postal Service, R.K. Puram, New Delhi
5. All General Managers (Finance)/ DAP/ DDAP


Sub: Reimbursement of cancellation/reschedule charges for air/train tickets booked for the purpose of LTC and relaxation of LTC advance due to COVID-19 pandemic - clarification regarding.

Sir/Madam,

I am directed to forward herewith a copy of the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions Office memorandum No. 31011/1/2020-Estt (A.IV) dated 23.11.2021 on the subject cited above for kind information and further necessary action in this regard.

This OM may be read along with DoP&T's OM no. 31011/1/2020-Estt (A.IV) dated 07.01.2021 and 05.02.2021 circulated vide this office letter of even number dated 14.01.2021 and 17.02.2021 respectively.

Yours faithfully,

  
(Sapna)  
25.11.2021

Assistant Director General (Estt.-II)  
Phone - 011-23096191

Encl.: As above.

Copy to:

1. PPS to Secretary (Posts)/ PS to Director General Postal Services.
2. Addl. DG (Co-ordination)/ Member (P)/ Member (O)/  
Member (PLI)/ Member (Banking)/ Member (Tech)/ Member (Plg & HRD)
3. AS & FA
4. Sr. DDG (Vig) & CVO/ Sr. DDG (PAF)/ Director General P&T (Audit)
5. Secretary, Postal Services Board
6. Chief Engineer (Civil) Postal Directorate
7. Admin/Cash & Accounts/Budget/ PA Wing/ STT Section of Postal Dte
8. All other Sections of Postal Directorate
9. All recognized Federations/ Unions/ Associations
10. GM, CEPT for uploading the order on the India Post website
11. Guard File/Spare Copies.



282235/2021/PAP-DoP

PP-20/2/2020-PAP  
F. No. 31011/1/2020-Estt. A.IV

Government of India

Ministry of Personnel, Public Grievances &amp; Pensions

Department of Personnel &amp; Training

Establishment (A-IV) Desk

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North Block, New Delhi

Dated: 23rd November, 2021

**OFFICE MEMORANDUM**

**Subject: Reimbursement of cancellation/reschedule charges for air/train tickets booked for the purpose of LTC and repayment of LTC advance due to Covid-19 pandemic - regarding.**

The undersigned is directed to refer to this Department's O.Ms of even number dated 07.01.2021 (copy enclosed) and 05.02.2021 (copy enclosed) on the above mentioned subject.

2. In Para 3(i) of the aforementioned O.M. dated 07.01.2021, it was provided as under:

"Ministries/Departments are delegated the power to reimburse the cancellation/reschedule charges of air/train tickets, as a one-time relaxation, to such Government servants who had booked advance air/train tickets for the purpose of LTC journey during the Lockdown period from 24<sup>th</sup> March, 2020 to 31<sup>st</sup> May, 2020 but were not able to perform the journey due to cancellation/rescheduling of flights/trains during that period. Such Government servants seeking reimbursement of cancellation/reschedule charges shall be required to produce the receipt of cancellation/re-schedule charges incurred by them."

3. The above mentioned matter has been reviewed in consultation with the Department of Expenditure and it has been decided to allow the relaxation, as provided in para 3(i) of OM dated 07.01.2021, w.e.f. 21.03.2020 to 31.05.2020 in lieu of 24.03.2020 to 31.05.2020, for reimbursement of cancellation/rescheduling charges of air/train tickets for LTC journeys.

4. Further, para 3(ii) of the aforementioned O.M. dated 07.01.2021 is as under, which were further clarified vide OM of even number dated 05.02.2021.

"In cases where the airlines have kept the refund amount in 'Credit Shell', Ministries/Departments may extend the period of repayment of LTC advance taken by the Government servant for LTC

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