F.No. PP-20/2/2020-PAP
Government of India
Ministry of Communication
Department of Posts
Establishment Division/P.A.P Section
*****

Dak Bhawan, Sansad Marg,
New Delhi – 1100 01
Date: 25th 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

(Sapna)
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-2042/2020-PAP

F. No. 31011/1/2020-Estt. A.IV

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment (A-IV) Desk
***

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 24th March, 2020 to 31st 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

Contd.....

journey scheduled during the lockdown period (March-May, 2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier. Also, penal interest may not be charged on LTC advance amount taken by the Government servant on LTC journey scheduled during the lockdown period."

5. In this regard, it has been decided to extend the period of repayment of LTC advance taken by such Government servants till 30.11.2021, instead of 28.02.2021 or till such time the amount placed in 'credit shell' is utilised by the Government servant to perform LTC journey, whichever is earlier.

6. Hindi version will follow.

Encl: As above

23/11/21

(Satish Kumar)
Under Secretary to the Government of India
Tel: 2304 0341

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.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
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. Hindi Section for Hindi Version.

*****

PP-20/2/2020-PAP

282235/2021/PAP-DoP

No. 31011/1/2020-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: 7 January, 2021

OFFICE MEMORANDUM

Subject:-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- relaxation regarding.

During the months of March - May, 2020, a Nation-wide Lockdown was implemented across the country in view of the prevailing Covid-19 epidemic. During this period, all domestic flights within India were cancelled but certain airlines have charged the cancellation charges against the pre-booked air tickets. In such a situation, many Government employees who had booked LTC tickets in advance for that period are facing financial difficulties in view of the high cancellation amount charged by the airlines. In this regard, requests are being received in this Department for grant of one-time relaxation for reimbursement of the cancellation charges.

2. It has also been observed that many airlines have not refunded the ticket amount for the air tickets booked in advance for the LTC journey scheduled during the lockdown period. These airlines have kept the booking amount with them in the form of 'credit shell' and have given the option to the passengers to travel within a year. This is causing undue hardships to the Government employees as the LTC advance along with penal interest, is required to be returned if the journey is not undertaken. Requests have been received in this regard for extension of time-limit for settlement of LTC advance and exemption of penal interest till such date the journey is performed by them.

3. The matter has been considered in this Department, in consultation with Department of Expenditure, and the following decisions are conveyed :-

(i) 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 24th March, 2020 to 31st 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.

(ii) 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 Governmentt servant for LTC journey scheduled during the lockdown period(March-May, 2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier. Also, penal interest may not be charged on LTC advance amount taken by the Government servant on LTC journey scheduled during the lockdown period.

(iii) In cases where the Government servants have drawn LTC advance as well as leave encashment so as to perform the LTC journey, but could not perform journey during the lockdown period and now intend to opt for Special Cash Package Scheme in lieu of LTC in accordance with Department of Expenditure's OM No. 12(2)/2020-E.II(A) dated 12.10.2020, they are also allowed to avail the facility of the Scheme. The LTC advance and leave encashment which have remained unsettled due to non-performance of the journey, may be adjusted as per the provisions of the Special Cash Package Scheme.

4. Hindi Version will follow.

07/01/21

(Satish Kumar)

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.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
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. Hindi Section for Hindi Version.

282235/2021/PAP-DoP

PP-30/2/2020-PAP

No. 31011/1/2020-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-01
Dated: February 5, 2021

OFFICE MEMORANDUM

Subject:- 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 reg.

The undersigned is directed to refer to para 3(ii) of DoPT's O.M. of even no. dated 7th January, 2021 on the subject noted above vide which it was communicated that:

> *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 journey scheduled during the lockdown period(March-May,2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier.*

2. In this regard, it is clarified that the employees who were eligible to perform LTC journey in 2020 as per LTC Rules, but could not perform the LTC journey during the lockdown period (March-May, 2020) and whose refund amount has been kept in 'Credit Shell' by the airlines, are allowed to perform their LTC journey till 28.02.2021, and such LTC shall be counted against the block year applied for. This shall also apply in cases of fresh recruits who are entitled to LTC every year for the initial block of eight years.

3. Hindi Version will follow.

5/2/21

(Satish Kumar)
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.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
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. Hindi Section for Hindi Version.

*****