

No. 31011/ 3/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 26th September, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by air to visit NER, J&K and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

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- (vi) Air Tickets to be purchased directly from 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' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
3. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.
4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/11
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

No. 31011/4/2007-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: May 18, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Clarification regarding eligibility of Home Town Concession-Frequently Asked Questions.

The undersigned is directed to say that this Department receives a number of references from Government servants/ various Ministries/Departments seeking clarifications regarding the eligibility of Government employees in respect of Home Town LTC. The point of doubts raised and their clarifications are as under:-

S.No.	Query	Clarification
1.	Whether the Government employees whose Headquarters/ Place of posting and Home Town are same, are eligible for Home Town LTC?	No. Government employees whose headquarters/place of posting and Home Town are one and the same are not eligible for Home Town LTC.
2.	Whether the Government employees who are not eligible for Home Town LTC may avail the Special Concession scheme of conversion of Home Town LTC to travel to North East Region, Jammu & Kashmir & Andaman & Nicobar Islands as allowed by DoPT's O.M. No. 31011/3/2014-Estt.A-IV dated 26.09.2014?	No. Employees whose Home Town & Headquarters are same are not eligible for Home town LTC and hence, the question of conversion of Home Town LTC to travel to these places under special concession scheme does not arise.
3.	Whether the Government employees residing in cities/ towns outside Delhi which fall under other states of National Capital Region (NCR) are eligible for Home Town Concession?	Yes. Cities/ towns which are outside Delhi and fall in other states of NCR are not to be treated as Delhi Headquarters. Hence, the Government employees whose headquarters are Delhi and reside in cities/towns outside Delhi falling in other states of NCR, are eligible for Home Town Concession.

Surya Narayan Jha
18.5.15
(Surya Narayan Jha)

Under Secretary to the Govt. of India

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To

The Secretaries,
All Ministries/ Departments of the Government of India.

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. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders → Establishment → LTC Rules)

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department,
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No.F.20/10/2016-AC/ 104-28

Dated: 25/2/16

To

1. All the Pr. Secretaries / Secretaries / Heads of Departments of Government of NCT of Delhi.

OFFICE MEMORANDUM


Subject: Travel by air while on tour / LTC.

As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 13.07.2009, Government servants entitled to travel by air on tour are required to travel only by Air-India. As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 16.09.2010, while on LTC Government servants entitled to travel by air are required to travel by Air-India in Economy Class at LTC-80 fare.

Instances have come to the notice of the Finance Department that the air-fare being charged by Air-India is much higher than that of private airlines. The matter has been reviewed and it has been decided by the competent authority that w.e.f. 01.03.2016 the following procedure will be followed in respect of air travel on tours and LTC so as to contain the Government expenditure to that extent.

- (a) Entitled category officers are allowed to travel by any airlines, i.e., either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavour to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class;
- (b) In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters / offices / websites of Air-India or Private airlines or through the approved travel agencies viz., M/s Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC / DTTDC. Booking of tickets through any other agency is not permissible.
- (c) No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.
- (d) Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

This issues with the approval of Dy. CM / FM.


(S.N. Sahai), 25/2/16
Pr. Secretary (Finance).

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Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to all the Ministers of Government of NCT of Delhi.
4. Spl. Secretary / Dy. Secretaries / Under Secretaries of FD.
5. Web site of Finance Department.