

उच्च न्यायालय मध्यप्रदेश, जबलपुर

पृष्ठांकन क्रमांक... C/1088/
चार-12-10/87

जबलपुर, दिनांक 12 मार्च, 2020

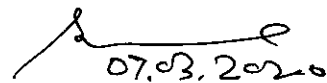
(प्रतिलिपि - Office Memorandum No.43030/2/2016-Estt.A-IV, Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment A-IV Desk dated 19-02-2020 And Memorandum No.31011/3/2018-Estt.(A-IV) dt. 20-9-2018 and Registry Endt. No. C/4107 dt. 7-10-17 and Endt. No.B/317 dt. 16-1-2019 की छायाप्रतियां सहपत्रों सहित)

प्रतिलिपि :-

1. जिला एवं सत्र न्यायाधीश, राज्य के समस्त
2. रजिस्ट्रार जनरल महोदय के निजी सचिव, उच्च न्यायालय म.प्र.जबलपुर
3. प्रिंसीपल रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर
4. रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर
5. प्रधान न्यायाधीश, कुटुम्ब न्यायालय, राज्य के समस्त
6. विशेष न्यायाधीश, राज्य के समस्त
7. प्रिंसीपल रजिस्ट्रार, उच्च न्यायालय म.प्र. खण्डपीठ इंदौर/ग्वालियर
8. संचालक/अतिरिक्त संचालक, म.प्र. राज्य न्यायिक अकादमी, उत्सादित म.प्र. राज्य प्रशासनिक अधिकरण बिल्डिंग, जबलपुर
9. विशेष कर्तव्यस्थ अधिकारी/प्रशासनिक अधिकारी, उत्सादित म.प्र.राज्य प्रशासनिक अधिकरण, जबलपुर/इंदौर/ग्वालियर
10. बजट अधिकारी/लेखा अधिकारी/अनुभाग अधिकारी (लेखा), उच्च न्यायालय म.प्र. जबलपुर, इंदौर, ग्वालियर
11. सहायक(यात्रा भत्ता)/यात्रा भत्ता लिपिक, उच्च न्यायालय म.प्र., जबलपुर
- ✓ 12. रजिस्ट्रार (आई.टी) की ओर उच्च न्यायालय म.प्र. की बेवसाइड पर अपलोड करने हेतु

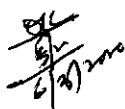
की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित कर लेख है कि जिले में पदस्थ समस्त न्यायिक अधिकारीगण की ओर परिचालित करने हेतु एवं उन्हें यह भी अवगत कराया जावे कि वे एलटीसी पर जाने के पूर्व एलटीसी से संबंधित ज्ञापनों/परिपत्रों एवं प्रक्रिया अनुदेशों का उक्त विभाग की बेवसाइट से अवलोकन कर, प्रस्थान करें ।

संलग्न: उपरोक्तानुसार ।


07.03.2020

(सनत कुमार कश्यप)

रजिस्ट्रार (वर्क्स एण्ड इन्फास्ट्रक्चर)



No. 43020/2/2016-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 19, '20

OFFICE MEMORANDUM

Subject:- Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.A-IV dated 19.06.2014 and subsequent O.M. regarding the procedure for booking of air-tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the 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 O.M. No. 31011/6/2002-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

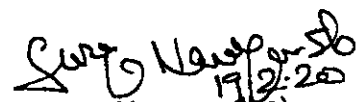
2. In this regard, many cases pertaining to the period of 2010-13 have been reported in this Department where Government employees had travelled on LTC by air to visit Jammu & Kashmir (J&K) and North-East Region (NER) under the special dispensation scheme after booking the tickets through private travel agents due to lack of awareness of rules at that time. It has been observed that claims of these Government servants were initially settled by the administrative authorities. However, after few years when the audit authorities noticed the lapses, objections were raised on these claims and recoveries were ordered in such cases along with charging of penal interest. In view of the financial hardships caused to these individuals, huge demands are being received from Ministries/Departments and JCM for grant of one time relaxation in these cases.

3. The matter has been considered in this Department in consultation with Joint Consultative Machinery - Staff Side and Department of Expenditure. It has been decided to grant one time relaxation to such Government employees who had availed LTC by air to visit J&K and NER during the period of January, 2010 - June, 2014 and booked the tickets through travel agents other than 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC', due to lack of awareness of rules. Such relaxation shall be granted with the concurrence of Financial Advisor of the concerned Ministry/Department. Fulfillment of fare limit of LTC-80 and other LTC conditions prevalent at the time of performance of journey by the Government servants may be ascertained before granting such relaxations. The Administrative Ministries/Departments shall also ensure that only those cases are considered for relaxation where it is established that bonafide mistake has occurred and no undue benefit has accrued to/obtained by the Government servant.

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from pre-page:

Further, in this regard, it is reiterated that the extant instructions regarding booking of air tickets on LTC journey through authorised modes should be strictly complied with. It is seen that despite reiterating the above provisions from time to time, this Department is still in receipt of cases seeking relaxation for booking of tickets from private travel agents on the grounds of lack of awareness of rules and work-exigencies. Therefore, Ministries/Departments are again advised to ensure wide circulation of this Department's instructions issued vide O.M. No. 31011/2/2018-Estt.A-IV dated 10.12.2018, among their employees. Henceforth, the cases seeking relaxation on the plea of lack of awareness of rules and on grounds of exigencies of work shall not be considered by this Department. Only those cases, where the Administrative Ministry/Department will certify the fact that bonafide mistake has occurred and undue hardship is being caused to the Government servant, shall be considered by this Department.


(Surya Narayan Jha)
17/12/20

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.

From pre-page:

- (vi) Air travel by Government employees to NER, J&K and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are 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 and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.

3. Efforts should be made by the Government servants to book air tickets at the cheapest fare possible. 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 so far as the employees of Indian Audit and Accounts Department are concerned, this order issues after consultation with Comptroller & Auditor General of India.

Surya Narayan Jha
20.9.18
(Surya Narayan Jha)

Under Secretary to the Govt. of India

To

The Secretaries
All Ministries/ Departments of the 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 Investigation, 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.
10. NIC, DoP&T with the request to upload this OM on Department's website at 'What's New' and OMs/Orders→Establishment→ LTC Rules.

No. 31011/3/2018-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: September 20, 2018

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 — Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25.09.2018.

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2014-Estt.A-IV dated 19.09.2016 on the subject noted above and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2018 till 25th September, 2020 as under:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to J&K, NER and A&N by private airlines.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants, whose Home Town and Headquarters/place of posting is the same, are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.
- (iv) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
- (v) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors:
 - (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam 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/ Visakhapatnam/ Delhi/ Amritsar shall be undertaken as per their entitlement.

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उच्च न्यायालय मध्यप्रदेश, जबलपुर

पृष्ठांकन क्रमांक C/4107

जबलपुर, दिनांक 07 अक्टूबर, 2017

चार-12-10/87

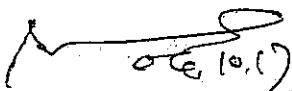
(प्रतिलिपि - Office Memorandum No.31011/8/2017-Estt.A-IV, Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment A-IV Dest dated 19-9-2017 की छायाप्रति)

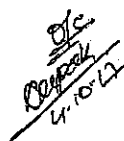
प्रतिलिपि :-

1. जिला एवं सत्र न्यायाधीश, राज्य के समस्त, _____
2. रजिस्ट्रार जनरल महोदय के निजी सचिव, उच्च न्यायालय म.प्र.जबलपुर
3. प्रिंसीपल रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर
4. रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर _____
5. प्रधान न्यायाधीश, कुटुम्ब न्यायालय, राज्य के समस्त, _____
6. विशेष न्यायाधीश, राज्य के समस्त, _____
7. प्रिंसीपल रजिस्ट्रार, उच्च न्यायालय म.प्र. खण्डपीठ इंदौर/ग्वालियर
8. संचालक/अतिरिक्त संचालक, म.प्र. राज्य न्यायिक अकादमी, उत्सादित म.प्र. राज्य प्रशासनिक अधिकरण बिल्डिंग, जबलपुर
9. विशेष कर्तव्यस्थ अधिकारी/प्रशासनिक अधिकारी, उत्सादित म.प्र.राज्य प्रशासनिक अधिकरण, जबलपुर/इंदौर/ग्वालियर
10. ~~बजट अधिकारी/लेखा अधिकारी/अनुभाग अधिकारी (लेखा), उच्च न्यायालय म.प्र. जबलपुर, इंदौर, ग्वालियर~~
11. सहायक(यात्रा भत्ता), उच्च न्यायालय म.प्र., जबलपुर
12. रजिस्ट्रार (आई.टी) की ओर उच्च न्यायालय म.प्र. की वेबसाइट पर अपलोड करने हेतु

की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित है ।

संलग्न: उपरोक्तानुसार ।


 (सनत कुमार कश्यप)
 रजिस्ट्रार (जिला स्थापना)


 4/10/17

No. 31011/8/2017-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 September 19, 2017

OFFICE MEMORANDUM

Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, **except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix**, which is allowed in respect of TA only and not for LTC.

4. Further, the following conditions may also be noted:

- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

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- v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
 - vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.
5. **This O.M. will take effect from July 1, 2017.**
 6. Hindi version will follow.

Surya Narayan Jha
17.7.17

(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.
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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 OM on Department's website
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

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 February 9, 2017

OFFICE MEMORANDUM

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

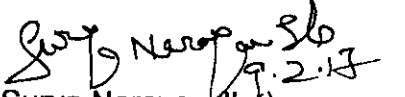
The undersigned is directed to refer to para 8 and 9 of the Guidelines enclosed in this Department's O.M. of even number dated 18.2.2016 on the above noted subject and to say that the issues have been revisited. It has been decided that the cases where a Government servant travels on LTC upto the nearest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

- (a) In all such cases the Government servant may be required to submit a declaration that he and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.
- (b) If a public transport is available in a particular area, the Government servant will be reimbursed 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 by shortest direct route.
- (c) In case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.
- (d) Furnishing of false information will attract disciplinary action under the CCS(CCA) Rules, 1965.

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Note: For the purpose of these rules, the expression 'Public Transport' means all vehicles, including trains and airplanes operated by the Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies.


(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:-

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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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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:

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).
10. Hindi Section for Hindi version.

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.

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”

No. 31011/2/2018-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: December 10, 2018

OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC – compliance of instructions regarding.

The undersigned is directed to refer to this Department's O.M. No. 31011/5/2014-Estt.A-IV dated 24.09.2014, 23.09.2015 and 21.08.2017 on the procedure for booking of air tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the 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 O.M. No. 31011/6/2002-Estt(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In this regard, it is observed that despite reiterating the above instructions from time to time, this Department still continues to receive numerous references from various Ministries/Departments and individuals seeking relaxation for booking of air tickets for the purpose of LTC through private travel agents. In most of the cases, the common reasons cited by the Government employees are lack of awareness of the rules and work exigencies.

3. Therefore, all the Ministries/Departments are advised to ensure wide circulation and strict compliance of the guidelines stated in para 1 of this OM. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant. It is stated that henceforth only those cases, where it is established that bonafide mistake has occurred and the Administrative Ministry/Department is satisfied that undue hardship is being caused to the Government servant, shall be considered by this Department for relaxation provided that the information is received in the Proforma enclosed along with supporting documents.

Encl. As above

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

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