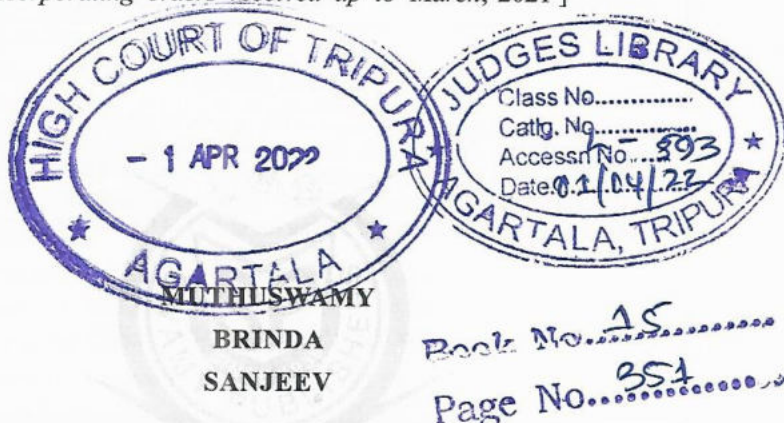


**SWAMY'S COMPILATION  
OF  
CENTRAL CIVIL SERVICES  
Leave Travel Concession Rules**

[ Incorporating orders received up to March, 2021 ]



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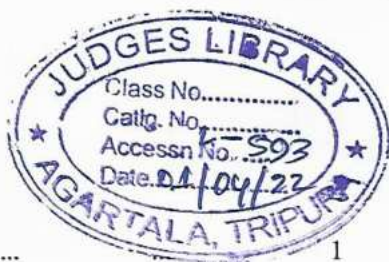
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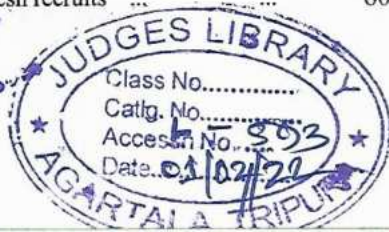


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# LEAVE TRAVEL CONCESSION

## I. SCOPE

The salient features of the scheme are—

**1. Family.**— The concession will cover self and family. Family for this purpose will be as defined in Rule 4 (d). However, the condition that the spouse / members of family *should reside with* the Government servant has been waived for spouse and children including children taken as wards and parents / step-parents (stepmother and stepfather). For deciding the dependency, income from all sources not exceeding the minimum family pension and Dearness Relief thereon.— *Rules 3, 4 (d) Explanations and Rule 4, GIDs (1) and (2).*

**2. Minimum service.**— The concession is admissible to all Government servants who have completed one year of continuous service on the date of journey.— *Rule 7 (1).*

**3. Break in service.**— A period of unauthorized absence due to participation in strike, etc., shall be deemed to cause break in service, unless condoned by the appointing authority, while calculating the minimum period of continuous service.— *FR 17-A.*

**4. During leave only.**— The concession can be availed during regular/casual / special casual leave or vacation; but it cannot be availed during the week-end or any other period of holidays alone.— *Rule 7, GID (16).*

**5. \*During Maternity leave.**— The concession can be availed during maternity leave also.— *Rule 7.*

**6. During Study Leave.**— The concession can be availed while on study leave.— *Rule 7, GID (17).*

**7. During Child Care Leave.**— The concession can be availed during child care leave.— *Rule 7, GID (16-A).*

**8. E.L. encashment facility.**— Earned leave up to a maximum of ten days at a time may be encashed, without any linkage to the number of days and the nature of leave availed while proceeding on LTC. This is limited to a maximum of 60 days during the entire career and the total number of days so encashed will not be included for computing maximum quantum of leave encashable at the time of quitting service.— *Rule 15, GIDs (8) and (9).*

Within the same block, when one and the same LTC is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.— *Rule 15, GID (8-A).*

**8-A. Encashment of LAP for Railway employees on surrender of privilege passes while availing LTC.**— Railway employees have been allowed optional AILTC in accordance with CCS (LTC) Rules, 1988. Railway servants availing the facility of AILTC may be allowed to encash LAP up to 10 days.

\* On the same analogy, during Paternity Leave and Paternity Leave for Child Adoption also.— *Authors.*

The spouse of the Government employee working in Railways may be allowed to avail encashment of leave of 10 days on the AILTC availed by the Government employee.— *Rule 15, GID (12).*

**9. During LPR.**— The concession can be availed during LPR, provided the return journey is completed before the expiry of leave.— *Rule 7, GID (21).*

**10. Home town concession.**— The concession to home town is allowed once in a block of two calendar years. The block is counted from 1956-57 and the current block is 2020-2021. However, a Government servant (married or unmarried) who has his family living away from his headquarters at home town can avail this concession for *himself alone* every year, if he forgoes the eligibility for his family. In such cases, he and his family will lose the right of LTC to anywhere in India.— *Rule 8 (a) and (c).*

Conversion of Home Town LTC into travel by air to different parts of the country under the special dispensation scheme, will also apply to an unmarried Central Government servant, who is eligible to avail the benefit of LTC to visit Home Town every year. He may convert one occasion of Home Town LTC out of the four.— *Rule 8, GID (5).*

**11. Home town outside India.**— In such case, the assistance will be admissible up to and from the Indian Railway Station or Port nearest to his home town.— *Rule 7, GID (3).*

**12. Concession to visit any place in India.**— Admissible once in a block of four calendar years. The first block was 1974-77 and the current block is 2018-2021. This concession is in lieu of one of the two home town concessions available during the block of four years.— *Rule 8 (b).*

Fresh recruits to Central Government are allowed to travel to their home town along with their families 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 Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service.— *Rule 8, GIDs (2) and (4).*

A fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In that case, he/she will not be allowed to avail LTC as admissible to the fresh recruits.— *Rule 13, GID (11).*

**12-A. Scheme of optional All India Leave Travel Concession (AILTC) on surrender of Privilege Passes by Railway employees.**— The orders shall be applicable to—

- (i) Railway servants entitled to PPs;
- (ii) Other Government Department's officials serving in Railways on deputation and entitled to PPs;



- (iii) Other officials serving in Railways and entitled to PPs; and
- (iv) Officials of Audit Department (Railway) entitled to PPs. These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single PP at the time of application for availing AILTC.

The officials, who opt for AILTC facility, would be issued a "Privilege Pass Surrender Certificate" (PPSC) i.e. a prerequisite for availing AILTC. The "Pass Issuing Authority" (PIA) shall issue the PPSC. — *Rule 1, GID (2).*

**13. Relaxation to travel by air to visit NER, J&K and A&N valid for 2 years from 25-9-2020.**— All eligible Government servants may avail LTC to visit any place in NER / A&N / J&K by Air 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. Conversion of two home town concessions allowed for J&K.— *Rule 12, GID (4) in Part-C.*

**14. Any place in India.**— Any place in India will cover any place in the mainland or overseas, i.e., A & N Islands, L & M Islands, etc., including the home town of the Government servant.— *Rule 4 (a).*

**15. Reimbursement.**— Both in respect of journeys to 'Home town' and 'any place in India', the Government will reimburse 100% of the to and fro fare by rail / road / steamer, as per the entitlements of the Government servant.— *Rule 13.*

**16. Shortest direct route.**— The Government's assistance will be limited to the fare by the shortest direct route calculated on a through ticket basis, irrespective of the fact whether the journey was performed by the shortest or any other route.— *Rule 13.*

**17. Government servant residing away from Headquarters.**— When a Government servant is forced to reside at a place away from his headquarters for any reason, he can avail LTC from the place of residence but the reimbursement will be restricted to the amount admissible from the duty station to home town / place visited, as the case may be.— *Rule 13, GID (5).*

**18. Combination with tour or transfer.**— The concession can be combined with journeys on tour or transfer.— *Rule 7, GID (9).*

**19. Not admissible to.**— The concession is not admissible to—

- (i) Government servants whose spouses are employed in National Airlines.— *Rule 1, GIDs.*
- (ii) A Government servant under suspension; however, his family can avail the concession.— *Rule 7, GID (20).*
- (iii) Government servant who proceeds on leave but resigns his post without returning to duty.— *Rule 7, GID (2).*

**20. Advance.**— Advance up to 90% of the probable amount of reimbursement can be granted.— *Rule 15, GID (5).*

**21. Special concessions for those working in N-E. Region, etc.—** Government servants who are deputed to N-E. Region, Lakshadweep, Sikkim and A & N Islands and who leave their family behind at the old duty station or another selected place of residence and who have not availed transfer T.A. for the family will have the following options:—

- (a) avail LTC to home town once in two years; or
- (b) avail LTC for himself once a year from his headquarters to home town or the place where his family resides *and* in addition the family (limited to spouse and two dependent children) may avail LTC to visit the Government servant at the station of his posting once a year from the place where they reside.
- (c) In addition, they can avail LTCs on two additional occasions in emergencies in their entire career. Under this "Emergency Passage Concession", the Government servant and/or his family (spouse and two dependent children) can travel either to home town or the station of posting in an emergency as per his entitlement under normal LTC Rules.— *Rule 8, GID (3).*

Splitting of home town LTC should be allowed in case of employees posted in North East, Ladakh and Island Territories of Andaman, Nicobar and Lakshadweep.— *Rule 8, GID (3-A).*

**22. Single handicapped employee.—** LTC admissible also for an escort subject to certain conditions.— *Rule 7, GID (19).*

## II. DEFINITIONS

**1. Family.—**The term 'family' means:

- a Government servant's wife / husband; and
- two surviving unmarried children or stepchildren, wholly dependent upon the Government servant;
- whether they are residing with the Government servant or not.

The "dependency" condition does *NOT* apply to the Government servant's spouse.

Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters, if residing with and wholly dependent upon the Government servant.

Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

Parents and/or step-parents (stepmother and stepfather) wholly dependent on the Government servant irrespective of whether residing with the Government servant or not.

"Children" include children taken as wards by the Government servant under the "Guardians and Wards Act, 1890", provided such a ward is treated as





a member of the family and the Government servant, through a special will, has given such a ward the same status as a natural-born child.— *Rule 4, GID (1).*

For deciding the “dependency”, income from all sources should not exceed the amount of Family Pension prescribed in Central Government (i.e., ₹ 9,000 p.m.) and Dearness Relief thereon.— *Rule 4 (d) and Explanation 5 and GID (2).*

**2. Home town.**— The term ‘home town’ means the town, village or any place declared as such by the Government servant and accepted by the Controlling Officer.— *Rule 4 (e).*

**3. Once in a period of two calendar years.**— The expression “once in a period of two calendar years” means once in each block of two calendar years starting from the year 1956. The concession on subsequent occasions will be admissible at any time during the blocks 2018-2019, 2020-2021 and so on.— *Rule 8 (a).*

**4. Once in a period of four calendar years.**— The expression means once in a period of four calendar years beginning from the calendar year 1974. Thus the concession is admissible during the block of four consecutive years during the block 1978-81, 1982-85 and so on. The current block is 2018-2021.— *Rule 8 (b).*

**5. Shortest Route.**— The term ‘shortest route’ under the scheme is given the same interpretation as recognized for travel on duty.— *Rule 4 (f).*

**6. Entitled class of accommodation.**— The class of accommodation is decided by the class to which a Government servant is entitled at the time the journeys are undertaken.— *Rule 7, GID (1).*

### III. EXTENT OF APPLICATION

**1. Central Government servants.**— The concession is admissible to all persons appointed to Civil Services and posts including civilians in the Defence Services and members of the All India Services serving in connection with the affairs of the Central Government.— *Rule 1 (3) and Rule 7, GID (11).*

**2. Industrial and work-charged staff.**— Industrial and work-charged staff who are entitled to regular leave are eligible for LTC in the same manner as other Central Government servants.— *Rule 7, GID (8).*

**3. SAS Apprentices.**— The concession is also admissible to SAS Apprentices serving in the Indian Audit and Accounts Department.— *C & A.G. 3 Letter No. 5-NGE. III/165-57, dated 3-1-1957.*

**4. Officers of Autonomous Bodies on deputation to Centre.**— Officers of Autonomous Bodies who have come on deputation with the Central Government should normally be treated as temporary Government servants and allowed Leave Travel Concession accordingly. However, specific sanction is necessary in each case and this should be included in the terms of deputation wherever it has been allowed.— *Rule 7, GID (7).*

**5. Members of All India Services.**— They will be entitled to the concession in the same manner and subject to the same conditions as applicable to officers of Central Civil Services, Group ‘A’.— *Rule 7, GID (11).*

**6. State Government servants on deputation to Centre.**— State Government employees, on deputation with the Central Government will be eligible for the concession, subject to the following conditions:—

*To Home town.*— The appropriate administrative authority certifies at the time the Government servant concerned avails himself of the Leave Travel Concession that he is likely to continue to serve under the Central Government for a period of two years from the date of his joining a post under the Central Government. The admissibility of the concession during the subsequent two years period will also be subject to a similar condition.

*To any place in India.*— He can utilize this concession if the appropriate administrative authority certifies that the Government servant is likely to serve the Central Government for a period of four years reckoned from the date of his joining the Central Government.—*Rule 2 (1).*

**7. Government servants deputed to posts in Public Sector Undertakings, etc.**— (i) *Other than top posts.*— Central Government servants on deputation/foreign service with the Public Sector Undertakings, etc., except top posts, will be eligible for the concession, provided that provision for its admissibility has been incorporated in the orders placing them on deputation/foreign service with the Undertaking concerned, the cost of the concession in all such cases being met by the Undertaking concerned.

The block period in the case of these persons is the same as applicable to them in the Central Government service.

They are also given an option to choose the concession under the Central Government Rules or that admissible to the corresponding employees of the Undertakings, whichever is more favourable to them. This is, however, subject to the condition they had not already availed of the concession under the Central Government during the particular block before deputation and in the Undertaking before their reversion. Where a Government servant exercises an option to avail the concession under the rules of the Undertaking but could not actually avail the same, he could on reversion avail the concession for the particular block only under the Central Government Rules.—*Rule 7, GID (12).*

(ii) *Top posts.*— An employee deputed to a top level post in an Undertaking will be eligible for LTC admissible to corresponding employees of the Undertaking under their rules. If LTC is not available there, he will be eligible for LTC as for other Central Government employees and provisions to this effect should be made in the orders placing the employee on foreign service. Cost of the concession will be met by the Undertaking.—*Rule 7, GID (15).*

**8. Employees of Central Government Undertakings.**— An employee of any Central Government commercial/industrial Undertaking under the supervision of the Central Government is eligible for the concession, whether he is a direct recruit or is on deputation from a State Government, subject to the following conditions:—

- (i) The Board of Directors or other competent authority of the Undertaking concerned has passed specific orders making the concession applicable to their employees, and



- (ii) The cost of the concession is met by the Undertaking / Body concerned.

**9. Officers appointed on contract basis.**— Officers appointed on contract basis will be eligible for the concession on completion of one year's continuous service if the period of the contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for this purpose. The grant of the concession will be, subject to the conditions mentioned in Item (6) above.— *Rule 2 (2).*

**10. Re-employed Officers.**— Re-employed Officers will be eligible for the concession on completion of one year's continuous service and, subject to the conditions laid down in Item (6) above. But in the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period (provided the travel concession would have been admissible to the re-employed officer, had he not retired but had continued as a serving officer), e.g., if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.— *Rule 2 (3).*

**11. India-based staff serving in Indian Missions abroad.**— The officers and members of staff serving in Indian Missions abroad are divided into four categories for the purpose of LTC and their eligibility shall be as follows:—

- (1) *Officers coming on home-leave and going back to their old posts on the expiry of their leave.*— The Port of disembarkation in India on the approved route will be reckoned as the starting point for the commencement of the leave travel concession to the home town and the reimbursement allowed at par with that admissible to employees serving in India.
- (2) *Officers coming on home-leave-cum-transfer to a post in India.*— The journey will be performed from the Port of disembarkation in India to the new headquarters, via the home town. The officer may be allowed as his minimum entitlement transfer T.A. under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, LTC to the extent the distance from the Port of disembarkation to home town and from home town to the new headquarters exceeds the distance for which transfer T.A. is admissible. For officers whose home towns are *en route* on the journey from the Port of disembarkation to the new headquarters or in cases where the distance for which leave travel concession would be admissible as above is negligible, it will be preferable to claim transfer T.A. only.
- (3) *Officers proceeding on home-leave-cum-transfer to a post outside India.*— The journey will be performed from the headquarters in India to the Port of embarkation in India via home town. The officer may be allowed, as his minimum entitlement transfer T.A. under IFS

Rules, 1954, as modified from time to time. He may be allowed, in addition, LTC to the extent the distance from headquarters in India to home town and from home town to the Port of embarkation in India exceeds the distance for which transfer T.A. is admissible. For officers whose home towns are *en route* to the journey from headquarters in India to the Port of embarkation, or in cases where the distance for which LTC would be admissible as above, is negligible it will be preferable to claim transfer T.A. only.

- (4) *Officers coming on leave-cum-transfer to a post in another foreign country.*— The officer may be allowed as his minimum entitlement transfer T.A. under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, LTC to the extent the distance from the Port of disembarkation to home town and from home town to the Port of embarkation exceeds the distance for which transfer T.A. is admissible. For officers whose home towns are *en route* of the Port of disembarkation to the Port of embarkation, or in cases where the distance for which LTC would be admissible as above, is negligible, it would be advantageous to claim transfer T.A. throughout and no LTC will hence be admissible.—*Rule 7, GID (6).*

**12. Staff of Indian Aid Mission in Nepal.**— Staff of the Indian Aid Mission in Nepal and other personnel sent to Nepal under India's Aid Programme are entitled to LTC for their journeys in India when they come to India on home-leave or home-leave-cum-transfer. The point of commencement / end of the forward / return journey in India for the purpose of the leave travel concession in respect of the staff will be the nearest Railway Station in India to the place of posting of the staff in Nepal from which they actually commence their onward journeys / complete their return journeys. When the officer is coming to India on home-leave-cum-transfer, the journey will be performed from the place of entry in India to the new headquarters via the home town. For the journey from the place of entry to the home town, leave travel concession would be admissible and for the journey from home town to headquarters, transfer T.A. restricted to what would be admissible had the journey been performed directly from the place of entry in India to the headquarters, will be permitted. For officers whose home towns are *en route* on the journey from the place of entry in India to the new headquarters, it would be preferable to claim only transfer T.A. throughout and no leave travel concession will hence be admissible.—*Rule 7, GID (14).*

**13. Officers deputed for training.**—When an officer is deputed for training in India or abroad, the concession will be admissible as follows:—

(1) *TRAINING IN INDIA*

- (i) If the headquarters are changed during the period of training LTC for self and family will be between the station of training and the home town.
- (ii) If the headquarters are not changed during the period of training, LTC for self will be from the station of training to home town and



back either to the same station or to the headquarters for the journeys actually performed. For the family, LTC will be between headquarters and home town only.

## (2) TRAINING 'ABROAD

- (i) For self, Government's liability will be limited to what is admissible if he had undertaken the journeys from the headquarters (from which he proceeded for training abroad) or the headquarters declared under SR 59 to the home town and back.
- (ii) For members of the family, the headquarters from which he proceeded on training will be treated as the starting point for the onward journey for the purpose of LTC.— *Rule 7, GID (10)*.

**14. Railway employees (and Government servants whose spouses are Railway servants).—**Railway employees may be allowed to avail "All India LTC" once in a block of four years under CCS (LTC) Rules, 1988, optionally. No "Home Town LTC" will be admissible to Railway employees and on the same analogy, no Home Town converted LTC shall be allowed to them. The Railway employees will surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail the LTC facility. However, they would continue to be eligible for Privilege Ticket Orders and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc., as admissible under the Pass Rules. Further, if the railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year.— *Rule 1, GIDs (2) and (3)*.

**15. To whom not applicable.**—The scheme is not applicable to persons who are—

- (a) not in the whole-time employment of Government,
- (b) casual and daily-rated employees,
- (c) paid from contingencies,
- (d) employees and spouses of employees of National Airlines.
- (e) members of the Armed Forces,
- (f) local recruits in Indian Missions abroad, or
- (g) eligible for any other form of leave travel concession.— *Rule 1 (4) and OM, dated 20-10-1997*.

## IV. FAMILY

**1. Both husband and wife are Government servants.**—If both husband and wife are Central Government servants—

- (a) they can declare separate home towns independently;
- (b) they can claim LTC for their respective families, viz., while the husband can claim for his parents / step-parents / minor brothers / sisters, the wife can avail for her parents / step-parents / minor brothers / and sisters;

- (c) the children can claim the concession as members of family of any one of the parents in a particular block;
- (d) the husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

In short, they are treated as two independent Government servants—*Rule 7, GID (18).*

**2. Government servant and family as independent units.**—The family members need not accompany the Government servant or even travel in the same calendar year in which the Government servant travels. The family members will get the concession independently whether the Government servant avails it or not. The members of the family of a Government may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group, provided the journey is performed during the currency of the block in respect of which the first group performed its journey. For example, for the block 1998-99, if one group performs the outward journey some time in 1998, the last group can perform its outward journey any time up to 2000. The return journey of each group must be completed within six months from the date of commencement of the outward journey by that group. This condition may be relaxed in special cases by Heads of Departments.—*Rule 9, GID.*

**3. Government servant and/or member(s) can visit Home town or "any place in India" in the same block.**—In the same block of two years, some members of the family can avail the concession to visit home town, while others for visiting "any place in India."—*Rule 9, GID.*

**4. Government servant and/or member(s) of family may visit the same or different places.**—While availing the concession to visit "any place in India," the Government servant and/or member(s) of his family may visit the same place or different places of their choice.—*Rule 11.*

**5. Concession for one way journey.**—The concession is admissible to the members of a Government servant's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations:—

**I. Entitled to reimbursement in respect of the OUTWARD journey only—**

- (i) The dependent son / daughter getting employment or getting married after going to home town or remaining there for prosecution of studies.
- (ii) The family having performed the journey to home town have no intention of completing the return journey from home town, provided the Government servant forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

## II. *Entitled to reimbursement in respect of the RETURN journey only—*

- (i) A newly married husband/wife coming from home town to headquarters station or a husband/wife who has been living long at home town and did not avail of the leave travel concession in respect of the outward journey.
- (ii) A dependent son / daughter returning with parents or coming alone from home town where he / she has been prosecuting studies or living with grandparents, etc.
- (iii) A child who was previously below five years of age but has completed five at the time of the return journey.
- (iv) A child legally adopted by a Government servant while staying in the home town.

NOTE.— A child who was below twelve at the time of the outward journey but has completed twelve at the time of the return journey will be entitled to half fare for the outward journey and full fare for the return journey.— *Rule 7, GID (5).*

**6. When the spouse of the Government servant is employed in an office other than a Central Government office where LTC facilities are available.**— The Central Government servant should furnish a certificate as under at the time of preferring the claim for LTC—

“Certified that my wife/husband for whom LTC is claimed by me is employed in ..... (name of the Public Sector Undertaking / Corporation / Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.”— *Rule 4, GID (6).*

However, if the spouse of the Government servant is employed in any private company, e.g. Reliance Industries, India Cements, Swamy Publishers (P) Ltd., Amalgamations Ltd., etc., this declaration by the Government servant is NOT necessary and such employment of the spouse will not affect the LTC entitlement of the Government servant.

**7. When the spouse is not so employed as in 6 above.**—The Central Government servant, in such cases, should give certificate as under—

“Certified that my wife / husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.”— *Rule 4, GID (6).*

**8. Claim for family may be separate.**—Where a Government servant and his family perform journeys separately, there is no objection to his presenting separate claims.—*Rule 7, GID (3).*



## V. HOME TOWN

**1. Criterion for determining home town.**—(a) *Initial declaration.*—It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by the Government servant initially may be accepted.—Rule 5, GID (2).

(b) *Change of "home town" declaration.*—A detailed check may be applied when he seeks a change. For the detailed check, the following criteria may be applied:—

- (i) whether the place declared by the Government servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.
- (ii) whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.
- (iii) whether his near relations are permanently residing in that place.
- (iv) whether prior to his entry into Government service, the Government servant had been living there for some years.

The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Where property is owned in more than one place, the Government servant may choose any one place, giving reasons for the choice, but the decision of the Controlling Officer whether or not to accept such a place as the home town of the Government servant shall be final.

Where the presence of near relations at a particular place is to be determining criterion for the acceptance of the declaration of 'home town', the presence of near relations should be a more or less permanent nature.—Rule 5, GID (2).

**2. When both husband and wife are Government servants.**—They can declare separate home towns independently.

**3. Instructions regarding home town declaration.**—The declaration is to be made to the authority who had been declared to be the Controlling Officer in respect of the Government servant for T.A. claims, before the expiry of six months from the date of entry into service. No particular form declaration has been prescribed.

An officer who is his own Controlling Officer for purposes of T.A. should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance and not to the Accounts Officer direct. The Comptroller and Auditor-General and Secretaries to Government will, however, communicate their declarations direct to their Accounts Officers concerned.—Rule 5, GID (1).



The declaration shall be kept on the Service Book.— *Rule 5, GID (1) and (2).*

**4. Change of home town.**— The declaration of home town once made shall ordinarily be treated as final. In exceptional circumstances, the Head of the Department, or if the Government servant himself is the Head of the Department, the Administrative Ministry, may authorize a change in such declaration, provided that such a change shall not be made more than once during the service of a Government servant.— *Rule 5.*

## VI. ANY PLACE IN INDIA

**1. Scope.**— “Any place in India” will cover any place within the territory of India, whether it is on the mainland India or overseas. If there are any local restrictions on visit to places in border areas, it is the responsibility of the official undertaking the visit to fulfil the conditions for visit to the place which is subject to local restrictions.— *Rule 4 (a), GID (6).*

“Any place in India” includes the Government servant’s home town also.

**2. Intended place of visit to be declared in advance.**— When the concession to visit any place in India is proposed to be availed of by the Government servant and/or member(s) of his family, the intended place of visit should be declared by the Government servant in advance to his Controlling Authority.— *Rule 6.*

**3. Declared place of visit must be visited.**— The Government servant and/or member(s) of his family, as the case may be, must visit the declared place to become eligible for making the LTC claim. The journey may be performed by any route to the declared place of visit but the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

**4. Change of the declared place of visit.**— The declared place of visit can be changed before the commencement of the journey, with the approval of the Controlling Authority. It cannot be changed after the commencement of the journey.

**EXCEPTION.**— If, however, it is established that the request for change cannot be made before the commencement of the journey owing to conditions beyond the control of the Government servant, this condition may be relaxed by the Administrative Ministry / Department or by the Head of Department, as the case may be, and the claim allowed.— *Rule 6.*

If the Government servant while proceeding under 4 years LTC to a declared destination had to stop at a particular station *en route* and hence could not visit the declared station due to circumstances beyond his control, his claim may be admitted, provided that such intermediary station is *en route* to his declared destination.— *Rule 6, GID.*

**5. Travel to different places.**— The Government servant and/or member(s) of his family may visit either the same place or different places of their choice. It is not necessary that all of them should visit the same place.— *Rule 11.*

## VII. TWO-YEAR AND FOUR-YEAR BLOCKS

**1. How to reckon the first block on entry into service.**— A Government servant who is recruited at any time during 2018 or earlier will be entitled for the concession during the block 2018-2019; but a Government servant who is appointed during the year 2019, will forgo the concession during the block 2018-2019, as he would not have completed one year of service before 1st January, 2020. He can avail of the concession during the block 2020-2021 only.— *Rule 7.*

**2. In the case of "deputationists".**— In the case of deputationists serving under the Central Government, the blocks will not be on the calendar year basis as above, but will be for periods of two years commencing from the actual dates of their joining under the Centre.— *Rule 2.*

**3. Grace time for availing the concession.**— The concession admissible for a particular block of two years, which is not availed of during the block, may be availed of in the first year of the next block by the Government servant and his family independently of each other. According to this relaxation, there is the possibility of a Government servant availing of the concession twice during the same calendar year. Thus a Government servant may avail of the concession twice in 2020, once for the block 2018-2019 and the other in respect of 2020-2021. The concession due for the 2018-2019 block must, however, be availed of before 31st December, 2020, the grace time period. If this is not done, the Government servant's title to concession for that block should be treated as having lapsed. The blocks will, however, remain unchanged.

The concession to travel to any place in India once in a block of four years can also be likewise carried over to the first year of the next block of four years.

However, a Government servant can carry forward the concession to travel to anywhere in India to the first year of the next block, only if he is entitled to a carried forward leave travel concession to home town for that year.— *Rule 10.*

**Example.**— During the block years of 2018-2021, a Government servant can avail two concessions, i.e., one for 2018-2019 block and second for 2020-2021 block.

Of the above two concessions, he can avail—

- (i) Both of them to home town, or
- (ii) First block to anywhere in India and the second block to home town; or
- (iii) First block to home town and second to anywhere in India.

The concession to travel to anywhere in India can be carried forward to 2020 in this official's case *only*—

- (i) If he has not availed it against the concession for the block 2018-2019; and



- (ii) If he has not availed the concession to home town for the block 2020-2021.

If the official has failed to avail the concession due for the block 2018-2019 (before the expiry of the grace period), he is losing that concession and cannot carry it forward to 2022.

**4. Return journey in next year.**— In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.— *Rule 9.*

For example, for the block ending with 2021, it is enough if the outward journey is commenced on the 31st December, 2022.

### VIII. CALCULATION OF CLAIM

**1. By shortest route.**— A Government servant or his family, may travel by any route or halt anywhere on the way but the Government's assistance shall be limited to the fare by the shortest route calculated on a through ticket basis. Where the shortest route is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Controlling Authority.— *Rule 4 (f), GID (5).*

**2. Journeys from a station other than the duty station.**— The Government servant will be entitled to the concession from the place of residence to the place visited / home town but restricted to the entitlement from his duty station to the place visited / home town by the shortest route.— *Rule 13, GID (5).*

**3. To home/declared destination and back.**— In every case, the journey should be to the home/declared destination and back, but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the 'home' of the Government servant or declared destination.— *Rule 7, GID (1).*

**4. Between places connected by rail.**— (i) *Journey by longer route in two stages in two different classes.*— When the journey is performed by a longer route which is not the cheapest in two different classes, e.g., partly by I Class to which he is entitled and partly by II Class, the entitled class rate will be admissible for the corresponding proportion of the shortest or cheapest route and the lower class rate for the remaining mileage by such route.

**Example.**— Total distance by longer route 1,100 kilometres. Distance by shortest route 1,000 kilometres. A Government servant travels by the longer route, covering the initial 800 kilometres by II Class and the remaining 300 kilometres by I Class. The reimbursement will be as follows:—

Divide 1,000 kilometres in the ratio of 8:3, i.e., 727 kilometres by II Class and the balance 273 kilometres by I Class. The reimbursement will be the II Class fare for 727 kilometres and I Class fare for 273 kilometres.— *Rule 13, GID (1).*

(ii) *By road*.— LTC will be admissible only if the journey is performed by vehicles owned and operated by Tourism Development Corporations in Public Sector, State Transport Corporations and Transport services run by central / other Government or local bodies. The claim will be restricted to the actual expenses limited to the Railway fare by the authorized class of accommodation.— *Rule 12, GID (1-B)*.

5. Actual rail fare as per the choice of rail tickets purchased by the Government servant for children aged between 5 years and 12 years is reimbursable for LTC.— *Rule 13, GID (12)*.

5-A. No reimbursement shall be made in respect of air journey performed by children of less than 5 years of Government servants who are not entitled for Air Travel on LTC, as the Railway authorities do not charge children for such journeys.— *Rule 12, GID (15)*.

6. If the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani / Shatabdi / Duroto trains, the fare charged shall be reimbursable in full as per entitlement / eligibility.— *Rule 13, GID (13)*.

7. From 9-9-2016, flexi-fare (dynamic fare) applicable in Rajdhani / Shatabdi / Duroto trains shall be admissible for journeys on LTC by entitled officers.— *Rule 12, GID (32)*.

### 8. Class of Accommodation

#### A. Journey by Air / Rail / Road :

Levels	Air	Rail	Road
(i) 14 and above	Business / Club Class	Executive / AC I Class	AC Taxi / Ordinary Taxi / Autorickshaw / Own Car, Scooter / Motorcycle / Moped / Any Public Bus including AC Bus.
(ii) 12, 13 and 13-A	Economy Class	-do-	Same as (i) above, except AC Taxi
(iii) 9 to 11	-do-	AC 2nd Class / Chair Car	-do-
(iv) 6 - 8	...	-do-	-do-
(v) 4 and 5	...	AC 3rd Class / Chair car	Autorickshaw / Own Scooter / Motorcycle / Moped / Any Public Bus except AC Bus
(vi) 3 and above	...	AC 3rd Class / Chair Car	Autorickshaw / Own Scooter / Motorcycle / Moped / Ordinary Public Bus

NOTES.— (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 200 kms (100 kms each side) covered by the private / personal transport based on a self-certification from the Government servant. In cases where members of the family avail LTC separately, they shall also be eligible for reimbursement of taxi fare / private transport separately. Beyond this, the expenditure shall be borne by the Government servant.
- (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 / Durgam 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 / Durgam trains.

#### B. Journeys by sea or by river steamer :

Levels (1)	Entitlement (2)
9 and above	Highest class.
6 to 8	Lower class, if there be two classes only on the steamer.
4 and 5	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or second class. If there be four classes, the third class.
3 and below	The lowest class.

Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows.—

Levels (1)	Entitlement (2)
9 and above	Deluxe class.
6 to 8	First / 'A' cabin class

Levels (1)	Entitlement (2)
4 and 5	Second / 'B' cabin class
3 and below	Bunk class

— *Rule 12, GID (1).*

LTC admissible only for 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.

**Special relaxation.**— May travel by air between Leh and Srinagar / Jammu / Chandigarh during winter for Government servant, his/her spouse, and two dependent children (up to 18 years for boys and 24 years for girls). — *Rule 12, GID (7).*

In other cases, if the journeys are performed by air, the claim of the official will be restricted to his eligibility by the entitled class of accommodation by rail or by road, as the case may be.

**Booking of Air tickets.**— Air tickets may be purchased directly from Airlines or by utilizing the services of Authorized travel agents only.

In case of non-availability of authorized agents in a particular place, the option of booking directly from Airlines through their website is available. In no case, the booking of tickets through any other agency is permissible.

The web portal of the authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC, subject to provisions of OM, dated 5-9-2014.— *Rule 12, GID (28).*

**9. Animal transport like pony, etc.**— Between places not connected by any other means of transport, a Government servant can avail animal transport like pony, camel, elephant, etc. In such cases, mileage allowance will be admissible at the rate admissible for journeys on transfer.— *Rule 12 (5).*

**10. Concessional circular trip tickets.**— There is no objection to a Government servant or his family members availing themselves of concessional circular trip tickets offered by the Railways in conjunction with the leave travel concessions.

In such cases also, the official will be entitled to reimbursement of the fare for the entitled / lower class actually used by the shortest route.

If a Government servant performs the journey by purchasing a circular tour ticket, his claim will be regulated as between the Headquarters and the home town / declared place of visit by the shortest direct route by the class of accommodation for which the ticket was actually purchased or entitled class, whichever is less.— *Rule 13, GID (2).*

**11. Journey in a private car / chartered bus.**— LTC is not admissible for journeys performed in a private car (owned, borrowed or hired) or chartered bus, van or other vehicle owned, operated by private operators. LTC is admissible

for journeys conducted by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport Services run by Central or other Government or local bodies. In such cases, the Government servant will be entitled to reimbursement of—

- (i) the actual hire charges on the chartered vehicle; or
- (ii) the amount reimbursable had the journey to the declared place of visit been performed by the entitled class by rail by the shortest direct route;

whichever is less.

[ NOTE.— See *GID* (10) below *Rule 13*. ]

**12.** In case there is no public transport available in a particular stretch of the journey, reimbursement will be made as per his entitlement on transfer for a maximum limit of 200 kms [ 100 kms each side ] by private / personal transport based on self-certification. Furnishing of false certification will attract disciplinary action.— *GID* (11) below *Rule 13*.

**13.** Disabled Government servant or disabled dependent family member can perform journey by own car or hired private taxi. The claim will be restricted to actual expenses limited to journey performed by the entitled class by rail / air by the shortest route.— *Rule 12, GID* (2).

**14. Journey by hired / chartered-rail coach.**— Journey by a chartered-rail coach is also not admissible unless the chartered tour is wholly operated and conducted by a Central or State Undertaking.— *Rule 12, GIDs* (4) and (5).

**15. Travel by Premium Trains on LTC.**— Travel by Premium Trains is now permissible on LTC and the tatkal charges and premium tatkal charges shall be reimbursable.— *Rule 12, GID* (1).

## IX. CLASS OF ACCOMMODATION

**1. Class of accommodation decided by status on the date of journey.**— Suppose Mr. X, a Government servant drawing pay in level 5 in the Pay Matrix sends his family to the home town in May and gets his promotion in June in level 6 in the Pay Matrix. He proceeds to his home town in July and returns with his family in August. His family will be entitled to travel by AC 3rd Class / Chair Car in the forward journey and by AC 2nd Class / Chair Car in the return journey. The Government servant will be entitled to travel by AC 2nd Class both ways. Here, note that the position is somewhat different under T.A. Rules. For the purpose of transfer T.A., the class of accommodation is decided by pay on the date of his transfer irrespective of the actual date of the journey. For the purpose of travel concession during leave, the grade is decided by his status on the date of the journey itself.— *Rule 7, GID* (1).

**2. Different classes in the same journey.**— A Government servant may travel in a lower or higher class, but Government's assistance would be limited to the fare of the accommodation of the entitled class and/or the lower class, to the extent actually used.— *Rule 7, GID* (1).



**3. Special supplementary charges** levied by the Railways from those travelling by Super Fast Express trains in reserved accommodation, is also reimbursable under the LTC in the same way as the amount of rail fares.— *Rule 7, GID (13).*

**4. Reservation Charges.**— The extra cost incurred for the Reservation Charges is also reimbursable.— *Rule 13, GID (3).*

**5. Booking through Internet admissible.**— Reimbursement of charges for booking of rail tickets through Internet / e-ticketing, booked through the website of Indian Railways may be allowed.— *Rule 13, GID (7).*

**6.** Service charges paid to the recognized Traveller's Service Agents for booking tickets on LTC is not reimbursable.— *Rule 13, GID (8).*

**7.** The element of Service Tax, Education Cess and other similar levies being charged by Government on travel by Air / Road / Rail / Steamer on LTC are reimbursable.— *Rule 13, GID (9).*

**8.** No facilitation fee will be allowed to be levied by authorized travel agents on air tickets booked on Government account.— *Rule 12, GID (29).*

## **X. COMBINATION OF LEAVE TRAVEL CONCESSION WITH TRANSFER OR TOUR**

### **(a) HOME TOWN**

#### **I. WITH TRANSFER JOURNEY**

*Old Headquarters to Home town and to New Headquarters therefrom:*

Eligible for minimum entitlement of transfer T.A. under SR 124 or SR 126, as the case may be, and in addition LTC under the rules to the extent of  $(x + y - z)$  kilometres (where  $x$  is the distance from old headquarters to home town,  $y$  is the distance from home town to new headquarters and  $z$  is the distance for which transfer T.A. is admissible). If the distance for which LTC as admissible above is negligible, it is open to the Government servant not to avail of the leave travel concession without prejudice to his title for the concession later subject to usual conditions. In such a case the advance, if any, taken should be adjusted in his transfer T.A. Bill.

#### **II. WITH TOUR JOURNEY**

*(a) From Tour Station to Home town and back to Headquarters:*

Eligible for (i) T.A. as on tour for the journey from headquarters to the tour station and (ii) LTC for the journey from tour station to home town and back to headquarters deeming the tour station as the starting point for the onward journey. LTC limited to journey from headquarters to home and back.

*(b) From Home town to Tour Station and back to Headquarters:*

Eligible for LTC from headquarters to home town and T.A. as on tour from home town to tour station and back to headquarters.—



**(b) ALL INDIA LTC**

All India LTC also can be availed in combination with transfer / tour.

**XI-A. FORFEITURE OF CLAIM**

Where no advance is drawn by the Government servant, the right of a Government servant for reimbursement of Leave Travel Concession claim stands forfeited or deemed to have been relinquished, if the claim for it is not preferred within three months of the date of completion of the return journey. If advance is drawn, the final bill should be preferred within one month of the completion of return journey. If that is not done, the entire advance should be recovered in lumpsum after which it will be taken as if no advance had been drawn and the claim preferred within three months of completion of the return journey.— *Rule 14.*

**XI-B. RELAXATION**

Ministry / Department can admit the claim in relaxation of provisions on the following time limits:—

1. Where no advance is taken, if bill is submitted within six months.
2. Where advance has been drawn, if bill is submitted within three months after the completion of return journey, provided the Government servant refunds the entire advance within 45 days after the completion of the return journey.

**XI-C. DISCIPLINARY ACTION FOR FRAUDULENT CLAIMS**

If the Disciplinary Authority decides to initiate disciplinary proceedings against an official on the charge of preferring a fraudulent claim—

1. such official cannot avail LTC till finalization of the disciplinary proceedings;
2. if, on the completion of the proceedings, he is inflicted with any of the penalty under the CCS (CCA) Rules, he will not be allowed the next two sets in addition to the sets withheld during the pendency of the proceedings. The Controlling Authority can disallow even more than two sets in specific cases and he should record his reasons in writing in such cases;
3. if the official is fully exonerated of the charge, he will be allowed to avail the LTCs withheld earlier in addition to his normal entitlements. He should, however, avail the LTCs before his superannuation.

“Two sets” mean, one concession to home town and one concession to any place in India.— *Rule 16.*

**XII. GRANT OF ADVANCES**

1. Advances are granted to Government servants to enable them to avail themselves of the concession. The amount of such advance in each case will be limited to 90% of the estimated amount which Government would have to reimburse in respect of the cost of the journey both ways.

2. If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.

3. The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period on anticipated absence of the members of the family does not exceed three months or 90 days. If this limit is exceeded, then the advance may be drawn for the outward journey only.

4. If the limit of 3 months or 90 days is exceeded after the advance had already been drawn for both the journeys, one-half of the advance should be refunded to Government forthwith.

5. Advances to temporary Government servants are sanctioned subject to production of surety of a permanent Government servant.

6. Advances are sanctioned by the Head of Office.

7. Normally, the advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. In case of Journeys by rail, advance can be drawn 125 days (i.e. 4 months and 5 days) before the proposed date of the outward journey. In all cases, the Government servant should produce Railway or bus tickets within ten days of drawal of the advance.— *Rule 15, GID.*

Cases where LTC journey is proposed to be undertaken by other modes viz. air / sea / road, the time-limit for drawing LTC advance shall remain 65 days only.— *Rule 15, GID (1).*

8. The claims in adjustment of the advance should be preferred within one month of the completion of the return journey, if advance has been drawn and within three months if no advance has been drawn.— *Rules 14 and 15.*

9. Separate advances for different batches may be adjusted by separate claims. A consolidated advance should, however, be adjusted in a single bill.

10. In the case of an officer on deputation who avails of LTC immediately on reversion but before joining his parent office, the borrowing department may grant the advance in consultation with the lending department and endorse a copy of the order to the lending department to enable them to watch the adjustment of the advance.— *Rule 15, GID (2).*

11. Field Offices should maintain a register of LTC claims. The register should be closed monthly in the last week and put up to the Head of Office for obtaining orders in regard to recovery of outstanding advances due for adjustment.— *Rule 15, GID (6).*

12. If the conditions laid down in the sanction are not complied with or if the rules for granting advances for LTC have been violated, the Head of Office should charge penal interest, i.e., 2% above the rate of interest allowed by Government on Provident Fund balances.— *Rule 15, GID (6).*

### XIII. WHAT THE GOVERNMENT SERVANT SHOULD DO

1. He should ensure that his home town is correctly indicated in his service records. Otherwise he should take action to have his home town entered therein.

2. Whenever he intends to avail of the concession under this scheme, he should inform the Controlling Officer before commencement of the journeys.

3. When he intends to avail of the concession to visit "anywhere in India" by himself or by any member(s) of his family, he should declare the intended place of visit to the Controlling Officer. The official and/or member(s) of the family must visit that place to become eligible for reimbursement of the claim.

4. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer before the commencement of the journey.

5. He should produce evidence of his having actually performed the journey, for example, serial numbers of Railway tickets, etc.

6. If he takes an advance under this scheme, he should ensure that the outward journey is commenced within 30 days from the date of grant of the advance, or refund the full advance. In case of journeys by rail, advance can be drawn 125 days (i.e. 4 months and 5 days) before the proposed date of outward journey. In all cases, railway / bus tickets should be produced within ten days of drawal of the advance.

7. He should see that half the advance is refunded if the period of absence exceeds 90 days.

8. He should prefer the bills adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim will stand forfeited or deemed to have been relinquished if the same is not preferred within three months of the return journey.

### XIV. WHAT THE CONTROLLING OFFICER SHOULD DO

1. A record of all assistance granted under the scheme should be maintained. Entries should be made in the service books indicating the dates of commencement of the outward journey.— *Rule 7, GID (1)*.

2. He should maintain, for his own convenience, a register of home towns in respect of the staff under his control.

3. Relaxations of a minor nature, viz., waiver of prior intimation of journey can be made by the Head of Department in genuine cases.— *Rule 6*.

4. He should keep a watch over the position of outstanding advances paid up to the end of the previous month and issue necessary orders regarding recovery of advances due for adjustment.



### XV. CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

#### CERTIFIED —

(i) that Shri / Shrimathi / Kumari. .... has rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) that necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 43/1/55-Ests. (A), Part-II, dated the 11th October, 1956, have been made in the Service Book of Shri / Shrimathi / Kumari. .... — Rule 16, GID (3).

*Signature and Designation of the  
Controlling Officer*

### XVI. CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the years 20..... and 20.....

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with ..... children. This claim is in respect of the journey performed by my wife / myself with ..... children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with ..... children / ..... children in respect of the block of two years 20..... and 20..... This claim is in respect of the journey performed by my wife / myself with ..... children / children ..... none of whom availed of the concession relating to that block.

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year, 20..... in respect of block of two years 20..... and 20..... This claim is in respect of the journey performed by me in the year 20..... This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.

5. The journey has been performed by me / my wife with ..... children to the declared home town, viz. ....

6. That my husband / wife is not employed in Government service

That my husband / wife is employed in Government service and the concession has not been availed of by him/her separately for himself / herself or for any of the family members for the concerned block of two years.

7. Certified that my wife / husband for whom LTC is claimed by me is employed in ..... (name of the Public Sector Undertaking / Corporation / Autonomous Bodies, etc.), which provides Leave Travel Concession facilities

but he/she has not preferred, and will not prefer, any claim in this behalf to his/her employer.

8. Certified that my wife / husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.— *Rule 16, GID (3).*

*Signature of the Government servant*

#### **XVII-A. CHECK-LIST FOR DETERMINING AMOUNT OF LTC ADVANCE**

1. Rail fare for to and fro by the entitled class or the class by which the official proposes to travel, whichever is less ₹
2. No. of entitled persons for whom advance is claimed ₹
3. Amount reimbursable to the official ₹  
(1 multiplied by 2)
4. Amount of advance admissible (90% of 3) ₹

#### **XVII-B. POINTS FOR SCRUTINIZING LTC CLAIMS**

1. Whether the Government servant has completed one year of continuous service on the date of the journey.

2. Whether the claims are for the right block of years.

3. Whether the claim has been preferred within one month / three months of the date of completion of the return journey.

4. Whether the claim is for the journey performed within India.

5. If the journey was performed by road transport or steamer service in conjunction with the Railway, whether such services are recognized.

6. Whether the home town is the permanent home town recorded in the service book, or as declared by the officer for this purpose.

7. Relationship of the members of the family and age [ *see Rule 4 (d) for definition of family and GID (1)* ].

8. Whether the official is entitled to the class of accommodation by which he has travelled.

9. Whether the claim is by the shortest route.

10. Whether the Government servant has previously intimated before the journey was undertaken.

11. Whether booking of air tickets is done by an agency authorized by the Government for this purpose.

12. Check serial numbers of Railway tickets / cash receipts / bus tickets.

13. Whether a note of the journey has been recorded in the service book.

14. Whether the concession has been availed only once during a block of two or four calendar years, or during its grace period.

15. Whether any advance taken has been adjusted in full or surplus refunded.

### **XVIII. THE RULES AT A GLANCE**

1. Admissible to all Government servants irrespective of the distance between headquarters and their home towns.

2. Admissible only to those who have completed one year of service on the date of journey.

From 1-9-2008 onwards, fresh recruits along with their families are allowed to visit their home towns on three occasions and to any place in India on fourth occasion during a block of four years in the initial period of 8 years after joining the Government for the first time. The Government servants who have not completed 8 years of service as on 1-9-2008 are entitled for this concession as per their entitlement. There is no change in block years.

2-A. 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.

3. In the case of journey to home town, admissible once in a block of two years. The blocks are 1956-57, 1958-59 and so on; presently the blocks are 2020-2021.

4. In the case of journey to any place in India, admissible once in a block of four years. This will be in lieu of one journey to home town. The current block is 2018-2021.

5. Admissible during regular / casual / special casual leave, study leave, maternity leave and during paternity leave. Not admissible during holidays alone.

6. Also admissible during leave preparatory to retirement, provided the return journey is completed before the expiry of the leave.

7. Concession is admissible to all journeys by rail / road / steamer.

8. In the case of an employee under suspension, admissible only to the family of the Government servant.

9. Concession is admissible for self and family.

10. All India Service Officers will be treated like Central Civil Service Group 'A' Officers.

11. In the case of deputationists with Central Government, the block commences from the date of their joining the Central Government.

12. The date of commencement of the outward journey decides the block to which the concession should be debited.



13. Concession not availed during a block may be availed within the grace time, i.e., before end of the next year.

14. Family members may travel independently in any number of batches. The return of each group must be completed within six months from the commencement of that group's outward journey. This condition may be relaxed by the Head of the Department in special cases.

15. The Government servant should intimate in advance to his Controlling Officer of his intention to avail of the concession.

16. Under the concession to travel to "anywhere in India", the Government servant and/or member(s) of the family may travel either to the same place or different places of their choice.

17. Under the concession to visit "anywhere in India", the Government servant can visit his home town also.

18. In the same two-year block, some member(s) of family can avail home town concession while others "anywhere in India".

19. Reimbursement allowed by the entitled class or actually travelled class, whichever is less.

20. 90 per cent of the anticipated reimbursement amount may be granted as advance.

21. Serial numbers of tickets / bus tickets should be produced with the claims. This may be relaxed by the Controlling Officer.

## **XIX. EXTRACTS FROM VARIOUS RULES**

### **1. Fundamental Rules**

**F.R. 17-A.** Without prejudice to the provision of Rule 27 of the Central Civil Services (Pension) Rules, 1972, a period of an unauthorized absence—

- (i) in the case of employees working in industrial establishments during a strike which has been declared illegal under the provisions of the Industrial Disputes Act, 1947, or any other law for the time being in force;
- (ii) in the case of other employees as a result of acting in combination or in concerted manner such as during a strike without any authority from or valid reason to the satisfaction of, the competent authority; and
- (iii) in the case of an individual employee, remaining absent unauthorizedly or deserting the post.

shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in departmental examinations, for which a minimum period of continuous service is required.

EXPLANATION 1.— For purpose of this rule, “strike” includes a general, token, sympathetic or any similar activities.

EXPLANATION 2.— In this Rule, the term “competent authority” means the “Appointing Authority”.

## 2. Supplementary Rules

1. Some alternate routes approved for LTC journeys by rail, when actually used.

Between Stations	Via
1. Hyderabad <i>and</i> Tiruchi Tiruvananthapuram / Tuticorin Rameswaram	Chennai
2. Abu Road <i>and</i> Howrah	Delhi
3. Delhi <i>and</i> Raipur	Nagpur by “Chattisgarh Express”
4. Delhi <i>and</i> New Bongaigaon / Silchar (Assam)	By Assam Mail or Tinsukia Mail including Farakha Barrage charges levied by Railway
5. Ahmedabad <i>and</i> Bangalore / Tiruvananthapuram	By Tiruvananthapuram Express running via Guntakal <i>and</i> Bangalore
6. Jaipur <i>and</i> Howrah / New Bongaigaon	Delhi / New Delhi
7. New Delhi <i>and</i> Kanyakumari	Tiruvananthapuram
8. Ahmedabad <i>and</i> Delhi	Sarvodaya Express via Baroda
9. Ahmedabad to South (Kerala <i>and</i> Chennai)	By Navjeevan Express <i>and</i> Tiruvananthapuram Express
10. Ahmedabad <i>and</i> Bangalore	By Ahmedabad — Bangalore Express via Manmad — Daund <i>and</i> Wadi.

— GIOs 8 to 16 and 18 below S.R. 30

## 3. Compendium on Rules on Advances

In case of advances regulated by Rules 39 to 84, sanctions to be issued by the Competent Authority / agreements to be executed at the time of drawing advance should stipulate that no interest shall be chargeable, if the conditions attached to the sanction, including those relating to the recovery of amount, are complied with fully to the satisfaction of the Competent Authority. However, in cases of default, interest @ 2% (two per cent) over the interest rate which is allowed by the Government on the Provident Fund balances of its employees shall be charged in the following cases:—

- (i) in cases where the advance is not utilized fully but the adjustment bill is submitted in time, interest may be charged as stated above

on the unutilized portion of advance from the date of drawal of advance to the date of refund.

- (ii) in cases where the adjustment bill is not submitted within the prescribed time, the entire amount of advance may be recovered in one lumpsum immediately on expiry of such time. In such cases also, the interest may be charged as mentioned above on the entire amount of advance from the date of drawal to the date of recovery of amount. The claim of the Government servant for reimbursement would, however, not be forfeited merely on account of recovery of advance.

Heads of Departments may, however, waive such recovery or charging of interest thereon, in cases where non-submission of adjustment bill can be attributed to genuine difficulties.

The amount of interest recovered shall be credited to the receipt Major Head corresponding to the expenditure head to which the advance was debited and in the absence of such receipt head to the Major Head "068—Miscellaneous General Services — Other Receipts".— *Rule 2.*

**AUTHORS' NOTE.**— Advance for LTC is covered under Rule 52.

#### **4. Income Tax Act**

In computing the total income of a previous year of any person, any income falling within any of the following clauses shall not be included:—

\*\*\*

(5) In the case of an individual, the value of any travel concession or assistance received by, or due to, him,—

- (a) from his employer for himself and his family, in connection with his proceeding on leave to any place in India;
- (b) from his employer or former employer for himself and his family, in connection with his proceeding to any place in India after retirement from service or after the termination of his service:

Subject to such conditions as may be prescribed (including conditions as to number of journeys and the amount which shall be exempt per head) having regard to the travel concession or assistance granted to the employees of the Central Government:

Provided that the amount exempt under this clause shall in no case exceed the amount of expenses actually incurred for the purpose of such travel.

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— *Section 10 (5).*



# **<sup>1</sup>CENTRAL CIVIL SERVICES (LEAVE TRAVEL CONCESSION) RULES, 1988**

**S.O. 1525.**— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and in consultation with the Comptroller and Auditor-General of India in regard to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:—

**1. Short title, commencement and application.**— (1) These rules may be called the Central Civil Services (Leave Travel Concession) Rules, 1988.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) Subject to the provisions of sub-rule (4), these rules shall apply to all persons—

- (i) who are appointed to civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union;
- (ii) who are employed under a State Government and who are on deputation with the Central Government;
- (iii) who are appointed on contract basis; and
- (iv) who are re-employed after their retirement.

(4) These rules shall not apply to—

- (a) Government servants not in whole-time employment;
- (b) persons in casual and daily-rated employment;
- (c) persons paid from contingencies;
- (d) Railway servants;<sup>2</sup>
- (e) members of the Armed Forces;
- (f) local recruits in Indian Missions abroad; and
- (g) persons eligible to any other form of travel concession available during leave or otherwise.

1. G.I. Dept. of Per. & Trg., Notification No. 31011/10/85-Estt. (A), dated the 3rd May, 1988, published as S.O. No. 1525 in the Gazette of India, dated the 21st May, 1988 and takes effect from the same date.

2. All India LTC can be availed.— See GID (2) below.

## GOVERNMENT OF INDIA'S DECISIONS

(1) Employees and spouses of employees of Indian Railways and National Airlines shall continue to be debarred for LTC facility as they are entitled for "Free Pass" facility.

[ G.I., Dep. of Per. & Trg., O.M. No. 31011/7/97-Estt. (A), dated the 20th October, 1997. ]

AUTHORS' NOTE.— Employees and spouses of Indian Railways can avail 'All India LTC' vide GID (2) below:-

(2) **LTC to Railway employees (and Government servants whose spouses are Railway servants).**— It is directed to say that as per extant LTC instructions, Government servants and their spouses who are working in Indian Railways are not entitled for the facility of LTC as the facility of "Free Pass" is available to them. However, Seventh CPC in its report has recommended for bringing Railway employees (and employees whose spouses are Railway servants) into the fold of LTC.

2. The matter has been considered in this Department in consultation with Ministry of Railways. It has been decided that Railway employees may be allowed to avail "All India LTC" once in a block of four years under CCS (LTC) Rules, 1988, subject to the following conditions:-

- (i) The railway employees shall continue to be governed fully by the Railway servants (Pass) Rules only and availing of "All India LTC" under CCS (LTC) Rules by them will be facilitated through a Special Order under the relevant provision of the said Pass Rules.
- (ii) "All India LTC" will be purely optional for the railway employees.
- (iii) Even after availing "All India LTC" in a year, it will not be mandatory for the railway employee to opt for "All India LTC" in the next or subsequent block years.
- (iv) No "Home Town LTC" will be admissible to Railway employees and on the same analogy, no Home Town converted LTC shall be allowed to them.
- (v) The railway employees will surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail the LTC facility. However, they would continue to be eligible for Privilege Ticket Orders and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc., as admissible under the Pass Rules. Further, if the railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year.
- (vi) The railway employees on deputation to any other organization, including Railway PSUs, would also continue to be eligible for optional LTC in lieu of Privilege Pass entitlement.

- (vii) The definition of beneficiaries e.g. members of family, dependants, etc. and other conditions as laid down in the CCS (LTC) Rules will be applicable for availing "All India LTC" facility by the railway employees, even if such beneficiaries are not entitled for Privilege Pass under the Pass Rules.
- (viii) If both spouses are Railway employees, then both will surrender privilege passes, admissible in the calendar year, if they opt for "All India LTC".
- (ix) In case of the Government employees whose spouse is working in Railways, want to avail, "All India LTC", either independently or with family members, then he/she/they may be allowed subject to the condition of surrendering privilege passes admissible in that calendar year for him/her/they and an undertaking in this regard shall be given by the Government servant to his office.

[G.I., Dept. of Per. & Trg., O.M. No. 31011/15/2017-Estt. A-IV, dated the 27th March, 2018.]

**(3) Scheme of optional 'All India Leave Travel Concession' (AILTC) facility, once in a block of four years (i.e. 2018-2021 onwards) on surrender of Privilege Passes (PP)**

*Ref. :* Department of Personnel and Training (DoP&T)'s, OM No. 31011/15/2017-Estt.A-IV, dated 27-3-2018.

Pursuant to recommendations of Seventh CPC, DoP&T have communicated Government's decision, *vide* their OM referred above, to allow the Railway employees to avail AILTC facility in accordance with the "Central Civil Services (Leave Travel Concession) Rules, 1988" i.e. CCS (LTC) Rules.

2. Accordingly, in exercise of powers conferred *vide* Rule 1 (3) (iii) of Railway Servants (Pass) Rules, 1986 (Second Edition - 1993), the Competent Authority in the Ministry of Railways has accorded approval to exclude such Railway servants and other eligible persons (i.e. eligible for PP) from the facility of Privilege Passes in that particular calendar year in which they opt for AILTC facility. Applicants may avail AILTC facility subject to conditions stipulated in Para. 2 of the referred OM, dated 27-3-2018 (*copy enclosed as Annexure-I — not printed*). This facility is further subject to procedural guidelines/conditions stipulated hereunder.

3. These orders shall be applicable to (i) Railway servants entitled to PPs; (ii) Other Government Department's officials serving in Railways on deputation and entitled to PPs; (iii) Other officials serving in Railways and entitled to PPs; and (iv) Officials of Audit Department (Railway) entitled to PPs. The Competent Authorities concerned shall modify Terms and Conditions of such officials as required and necessary. These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single PP at the time of application for availing AILTC.



4. Those officials, who opt for AILTC facility, would be issued a "Privilege Pass Surrender Certificate" (PPSC) i.e. a prerequisite for availing AILTC facility. The "Pass Issuing Authority" (PIA) shall issue the PPSC as per format at Annexure-II duly following the procedure stipulated as under:-

- (i) Applicant employee will submit an application (format at Annexure-III) to the concerned PIA for issue of a PPSC.
- (ii) Thereafter, the PIA will first check the "Privilege Pass Account" (PPA) of the applicant to verify whether the applicant has already availed any PP or not in that particular calendar year.
- (iii) If applicant has already availed a PP in that particular calendar year, then the application for issue of PPSC would be rejected and the applicant should be intimated accordingly, as per format at Annexure-IV.
- (iv) If applicant has not availed any PP in that particular calendar year, the PIA concerned will disallow operation of PPA by blocking it with an entry (PPSC issued on date .../.../...) in PPA so that the applicant is barred from drawing any PP, even inadvertently, during that particular calendar year in which AILTC facility has been opted.
- (v) If both husband and wife are entitled to PPs, both have to surrender their respective entitled PPs that are admissible to them in the calendar year in which either of them opt for AILTC facility. In this scenario, PIA will issue a single composite PPSC duly completing Part-II of the PPSC. The following procedure will be followed, additionally, in such cases:-
  - (a) If PPAs of both the spouses are maintained by same PIA at the time of applying for AILTC facility, then the composite PPSC will be issued by the PIA after receipt of a joint application from both of them.
  - (b) If PIAs of both the spouses are different (due to any reason or on account of their working in separate Railways/ Divisions / Units, etc.), the PPSC shall be issued by the PIA concerned of the applicant only after receipt of a "Confirmation Note in lieu of PPSC" (CN) to be issued (by other PIA as per format in Annexure-V) in favour of spouse of the main applicant. The spouse will apply for CN as per format at Annexure-VI.
- (vi) In case of a deputationist (i.e. Railway servant serving on deputation, etc. in any other organization) and eligible for PPs as per statutory rules, the PIA concerned will issue PPSC as per aforementioned procedure.
- (vii) The PIA will issue PPSC / CN or intimate about rejection/non-acceptance of the request, as the case may be, within ten working days of receipt of application.

- (viii) After issue of PPSC / CN, request for its cancellation and re-opening of PPA will not be entertained on any ground, even if AILTC facility could not be availed due to whatsoever reason i.e. whether administrative or personal reasons.
- (ix) The role of PIAs will cease once "PPSC" is issued to the applicant. Matters such as advance/reimbursement/travel entitlements during availing of AILTC shall be dealt by other respective Sections of Personnel/Accounts Department handling Travelling Allowance claims, taking into account PPSC as a basic document along with other documents stipulated in the CCS (LTC) Rules.
- (x) A duplicate PPSC/CN can only be issued under special circumstances by the PIA concerned after taking approval of the Principal CPO.

5. The Railways should administer the AILTC facility strictly in accordance with the CCS (LTC) Rules, 1988, as modified from time to time, without any deviation. It may be noted that "Home Town LTC/Home Town converted LTC" shall not be admissible to Railway servants and the definitions of beneficiaries for LTC (e.g. members of family, dependants), dependency criteria, etc., are different from that of Railway Servants (Pass) Rules, 1986. A copy of DoP&T's Letter No. 31011/7/2013-Estt.(A)-IV, dated 26-9-2014, containing clarifications and illustrations on administering LTC entitlements of "Fresh Recruits" is enclosed as Annexure-VII (*not printed*). Accordingly, the AILTC facility shall be regulated fully by the conditions and definitions as laid down in the CCS (LTC) Rules.

6. Regarding travel entitlements for availing of AILTC facility, copies of following OMs, as applicable on date, are enclosed:-

Issued by	Details	Annexure No.
Ministry of Finance	O.M. No. 19030/1/2017-E.IV, dated 13-7-2017.	Annexure - VIII ( <i>not printed</i> )
DoP&T	O.M. No. 31011/8/2017-Estt.A-IV, dated 19-9-2017.	Annexure - IX ( <i>not printed</i> )
DoP&T	O.M. No. 31011/8/2017-Estt.A-IV, dated 18-1-2018.	Annexure - X ( <i>not printed</i> )

It may be noted that DoP&T have stipulated *vide* their OM, dated 19-9-2017 that (i) the travel entitlements for the purpose of LTC shall be the same as T.A. entitlements as notified *vide* MoF's OM, dated 13-7-2017, excepting the air travel entitlement for the employees in Levels 6 to 8 of the Pay Matrix (Para. 3) and (ii) the other conditions that would govern the LTC facility (Para. 4). Hence, the same entitlement prevailing in civil side (i.e. not as per Railway entitlement) will be applicable for availing AILTC facility.

7. To summarize, the position, as contained in above OMs, with certain modifications, is briefly brought out in the table below:-

Pay Level in Pay Matrix	Travel/LTC entitlement for AILTC
Level 1 to 5	Travel entitlement/Class of travel, etc. in various modes of transports shall be as per Ministry of Finance's O.M. No. 19030/1/2017-E.IV, dated 13-7-2017 subject to other conditions stipulated in DoP&T's O.M. No. 31011/8/2017-Estt-A-IV, dated 19-9-2017.
Level 6 to 8	Air travel entitlement stipulated in Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13-7-2017 is not admissible for LTC. However, all other entitlements shall be as per aforementioned MoFs OM, dated 13-7-2017 and subject to other conditions stipulated in aforementioned DoP&T's O.M. dated 19-9-2017.
Level 9 to 13 and NFSAG officers	Travel entitlement/Class of travel, etc. in various modes of transports shall be as per Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13-7-2017 subject to other conditions stipulated in DoP&T's O.M. No. 31011/8/2017-Estt-A-IV, dated 19-9-2017.
Level 14 and above (Excluding NFSAG officers)	Travel entitlement/Class of travel, etc. in various modes of transports shall be as per Ministry of Finance's O.M. No. 19030/1/2017-E.IV, dated 13-7-2017 subject to other conditions stipulated in DoP&T's O.M. No. 31011/8/2017-Estt.A-IV, dated 19-9-2017 and also as clarified <i>vide</i> DoP&T's O.M. No. 31011/8/2017-Estt.A-IV, dated 18-1-2018.

8. The Zonal Railways and PUs are advised to get themselves familiarized with the extant CCS (LTC) Rules as well as clarifications available in the official website of DoP&T (i.e. presently (i) <https://dopt.gov.in/ccs-ltc-rules> and (ii) <https://dopt.gov.in/notifications/oms-and-orders/> => **Establishment => LTC Rules**). It may also be noted that OMs/Notifications related to CCS (LTC) Rules issued and uploaded from time to time by DoP&T in their official website will come into force with immediate effect for regulation of AILTC facility as being extended by this order. Hence, these orders/instructions will not be circulated separately by the Ministry of Railways. Accordingly, the Railways and PUs should regularly visit the official website of DoP&T and download the latest instructions from time to time for settling claims of LTC, etc. and for compliance.

9. However, if any clarification in respect of T.A. Rules notified by Ministry of Finance is required, the same may be addressed to the Nodal Dte. in Board's office viz. **Finance Establishment Dte.** for further examination and issue of appropriate clarification/reply.



10. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

## ANNEXURE - II

### Railway Board / ..... Railway Privilege Pass Surrender Certificate (PPSC)

No. ....

Date: .....

#### Part-I

It is certified that Sh./Smt. ...., designation ....., Privilege Pass A/c. No. .... has not obtained any Privilege Pass due to him/her for the current calendar year i.e. ....

It is also certified that the above named employee's Privilege Pass A/c. No. .... has been blocked for the calendar year .....

*Pass Issuing Authority with seal and date*

#### Part-II

*\*(Applicable only if spouse is a Railway employee)*

- \* It is certified that the joint applicant Sh./Smt. ...., designation ....., Privilege Pass A/c. No. .... spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. .... and the joint Applicant's Pass A/c. has also been blocked.

OR

- \* It has been certified by PIA of ..... Railway, vide 'Confirmation Note in lieu of PPSC' No. ...., dated ..... that Sh./Smt. ...., designation ....., spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. .... and his/her Pass A/c. No. .... has also been blocked.

*Pass Issuing Authority with seal and date*

\*To be scored out, if not applicable.

Sh. / Smt. ....

Designation .....

## ANNEXURE - III

### Application for Privilege Pass Surrender Certificate (PPSC)

I intend to avail "All India LTC" facility under extant CCS (LTC) Rules and request that my Privilege Pass A/c. No. .... may be

blocked and I may be issued PPSC. It is confirmed that I have not obtained any Privilege Pass due to me for the current Calendar Year i.e. ....

- \* It is certified that my spouse is not working in any Government Organization/Railway Establishment.
- \* It is certified that my spouse Sh./Smt. .... is also working in this office and he/she has not obtained any Privilege Pass in the current calendar year and his/her PPA No. .... may also be blocked.

*(In this case, the spouse must also sign the application, as joint applicant).*

- \* It is certified that my spouse Sh./Smt. .... is working in ..... Railway as ..... and a Confirmation Note in lieu of PPSC issued by his/her PIA is enclosed.
- \* It is certified that my spouse Sh./Smt. .... is working in ..... (name of non-railway department) as ..... (designation) and has not availed LTC facility from his/her Department during the current block year.
- \* It is certified that my spouse Sh./Smt. .... is working in ..... (name of non-railway department) as ..... (designation) and I intend to avail LTC facility from his/her Department.

I undertake that after issuance of PPSC, I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: .....

Name: .....

Designation: .....

Office: .....

Contact No.: .....

Date: .....

\* To be scored out, if not applicable.

Pass Section / ..... Railway

..... Acknowledgement .....

*(To be signed and returned to the employee).*

Received application, dated ..... for issuance of Privilege Pass Surrender Certificate (PPSC) from Sh./Smt. .... on .....

*Pass Issuing Authority with seal and date*

**ANNEXURE - IV****Intimation regarding rejection / non-acceptance of application for  
PPSC / Confirmation Note in lieu of PPSC****Railway Board / ..... Railway**

No. ....

Date: .....

Your Pass A/c. No. .... reveals that you have already availed  
..... set/set(s) of Privilege Pass(es) in the current calendar year  
i.e. .... and as per extant rules you are not entitled to be issued  
PPSC / Confirmation Note in lieu of PPSC. Accordingly, your application has  
not been accepted.

Sh./Smt. ....  
Designation .....

*Pass Issuing Authority with seal and date***ANNEXURE - V****Confirmation Note in lieu of PPSC (CN)****Railway Board / ..... Railway**

No. ....

Date: .....

It is confirmed that Sh./Smt. ...., designation ....., Privilege  
Pass A/c. No. .... has not obtained any Privilege Pass due to him/her for  
the current calendar year i.e. ....

It is also certified that the above named employee's Privilege Pass A/c.  
No. .... has been blocked for the calendar year .....

*Pass Issuing Authority with seal and date*

Sh./Smt. ....

Designation .....

**ANNEXURE - VI****Application for "Confirmation Note in lieu of PPSC"**

I intend to avail "All India LTC" facility from the office of my spouse  
Sh./Smt. ...., Designation ..... is working in .....  
..... (Railway) and in this connection I may be issued a "Confirmation  
Note in lieu of PPSC". It is certified that I have not obtained any Privilege Pass  
due to me for the current calendar year i.e. ....



I undertake that after issuance of "Confirmation Note in lieu of PPSC", I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: .....

Name: .....

Designation: .....

Office: .....

Contact No.: .....

Date: .....

Pass Section / ..... Railway

..... Acknowledgement .....

*(To be signed and returned to the employee).*

Received application, dated ..... for issuance of Confirmation Note in lieu of PPSC from Sh./Smt. .... on .....

*Pass Issuing Authority with seal and date*

[G.I., Ministry of Railways, Railway Board, RBE No. 130/2018, Letter No. E (W)2017/PS5-1/3, dated the 10th September, 2018.]

## 2. Special provisions regarding certain categories of employees.—

(1) In the case of persons belonging to categories mentioned in Clauses (ii), (iii) and (iv) of sub-rule (3) of Rule 1, the leave travel concessions shall be admissible on completion of one year's continuous service under the Central Government and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve under the Central Government for a period of at least two years in the case of Leave Travel Concession to hometown and at least four years in the case of leave travel concession to any place in India to be reckoned from the date of his joining the post under the Central Government.

(2) In the case of officers appointed on contract basis, where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of leave travel concession.

(3) In the case of persons re-employed, immediately after retirement without any break, the period of re-employed service will be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided that the leave travel concession would have been admissible to the re-employed officer had he not retired but had continued as serving officer.

*Illustration.*— If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

3. **Scope.**— The leave travel concession will cover the Government servant himself and his family.

4. **Definitions.**— In these Rules, unless the context otherwise requires.—

- (a) *“a place in India”* will cover any place within the territory of India, whether it is on the mainland India or overseas;
- (b) *“Controlling Officer”* means an officer declared as such under Supplementary Rule 191;
- (c) *“Disciplinary Authority”* shall have the same meaning as assigned in Clause (g) of Rule 2 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (d) *“Family”* means:—
  - (i) the Government servant's wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
  - (ii) married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;
  - (iii) <sup>1</sup>parents and / or stepmother residing with and wholly dependent on the Government servant;
  - (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

**EXPLANATIONS:—**

1. The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children prior to the coming into force of this restriction i.e., 20-10-1997; (ii) children born within one year of the coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Not more than one wife is included in the term “Family” for the purpose of these Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of “Family”.

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1. Stepfather also from 1-9-2008.



3. Though it is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the Leave Travel Concession, the concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters / place of posting of the Government servant and the home town / place of visit, whichever is less.

[AUTHORS' NOTE.—Restriction on reimbursement revoked — Refer GID (23) below Rule 7].

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".

5. A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend etc., does not exceed ₹ 1,500 p.m. is deemed to be wholly dependent on the Government servant.

(e) "home town" means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer;

(f) "shortest direct route" shall have the same meaning as given in Supplementary Rule 30 and orders issued thereunder from time to time.

## GOVERNMENT OF INDIA'S DECISIONS

(1) **Definition of "Family"**—Children includes children taken as wards.—It is directed to refer to SR 2 (8) which defines "Family" for the purpose of T.A. Rules. The President is pleased to decide that the term "children" appearing therein will from now on include children taken as wards by the Government servant, under the "Guardians and Wards Act, 1890", provided such a ward lives with the Government servant and is treated as a member of the family and provided the Government servant, through a special will, has given such a ward the same status as that of a natural-born child.

These orders take effect from the date of issue.

[M.F., O.M. No. 19047/I/89-E. IV, dated the 28th September, 1989.]

(2) **Step-parents included in the definition of family.**—The parents and/or step-parents (stepmother and stepfather) who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employee or not.

The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon.

1. The minimum family pension prescribed in Central Government (₹ 9,000 from 1-1-2016) and Dearness Relief thereon.

— See GID (2) below this Rule.



The extant conditions in respect of other relations included in the family including married /divorced / abandoned / separated / widowed daughters shall continue without any change. [ *Minimum family pension* is ₹ 9,000 from 1-1-2016.— AUTHORS. ]

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008. ]

**(3) Condition of dependency is not applicable on the husband and wife.**—The PUC is a representation of Smt. Purabi Ghosh, Senior Section Supervisor of Mahanagar Telecom Nigam Limited, New Delhi, forwarded by her officer for seeking clarification, whether the Leave Travel Concession to her husband who is a pensioner and drawing pension more than ₹ 1,500 is admissible or not.

2. It is clarified that the husband and wife is one unit for the purpose of LTC and thus the condition of dependency is not applied on the husband or wife, as the case may be. Therefore, the husband of Smt. Purabi Ghosh, Senior Section Supervisor would be entitled to LTC, if otherwise admissible.

[ O.M. No. 1605/99-E-II (B), dated the 8/15th September, 1999 addressed to MTNL, Kidwai Bhavan and endorsed by the DoT, under its I.D. No. 1605/99-Estt.-(A), dated the 16th September, 1999. ]

**(4) LTC to a newly married husband of a female Government servant.**—When a female Government servant proceeds to her home town, availing of the Leave Travel Concession and gets married in the hometown, LTC may be allowed also to the husband of the female Government servant, for the journey performed by him from the hometown to the headquarters of the female Government servant.

[ O.M. No. 48/2/65-Ests. (A), dated the 2nd April, 1965. ]

**(5) Advance can be sanctioned by Head of Office.**— On the recommendations of Task Force, Government have decided that the existing LTC Scheme for Central Government servants as amended from time to time, shall be modified to the extent indicated below with immediate effect—

(i) Advance on account of LTC may be sanctioned by the Head of the Office instead of by the Controlling Officer.

(ii) Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Controlling Authority, instead of by the Department of Personnel and Administrative Reforms in consultation with the Ministry of Finance (Department of Expenditure) as at present.

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[ M.H.A. O.M. No. 31011/1/77-Ests. (A), dated the 1st October, 1977. ]

**(6) LTC to Central Government employees — Clarifications and further liberalization.**

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*Point (4).—* What is the scope of the expression “any place in India”?

*Clarification.*— The expression “any place in India” will cover any place within the territory of India whether it is on the mainland, or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Government servant undertaking the visit to fulfil the conditions for visit to the places which are, subject to local restrictions.

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*Decision (5).—* Regulation of LTC claims, if the spouse of a Government employee is employed in offices other than a Central Government office where the LTC facilities are available.

In such cases, the Central Government servant should furnish a certificate as under at the time of preferring his/her LTC claim—

“Certified that my wife / husband for whom LTC is claimed by me is employed in ..... (name of the Public Sector Undertaking / Corporation / Autonomous Body, etc.), which provides Leave Travel Concession facilities but she/he has not preferred and will not prefer, any claim in this behalf to her/his employer.”

Where the spouse of the Government servant is not so employed, the Government servant concerned should give a certificate as under—

“Certified that my wife / husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.”

[ O.M. No. 31011/2/77-Ests. (A), dated the 3rd February, 1979. ]

**(7) Condition of “residing with” waived in respect of spouse and children.**—It has been decided that in cases where the Government servant has left his / her spouse and the dependent children at a place other than his / her Headquarters, he may be allowed LTC in respect of them from the place of their residence to home town in a block of 2 years or any place in India in a block of 4 years, as the case may be, but the reimbursement should in no case exceed the actual distance travelled by the family or the distance between the headquarters / place of posting of Government servant and the place visited / home town, whichever is less. In the case of other members falling within the definition of “family”, the existing conditions and restrictions will continue to be in force.

*(Restriction on reimbursement revoked — Refer GID (23) below Rule 7.—*  
**THE AUTHORS).**

[ DoP&T O.M. No. 31011/14/86-Estt. (A), dated the 8th May, 1987. ]

*(On the same analogy, parents / step-parents also.—AUTHORS.)*

**5. Change of Home town.**— The home town once declared and accepted by the Controlling Officer shall be treated as final. In exceptional circumstances, the Head of the Department or if the Government servant himself is the Head of the Department, the Administrative Ministry, may authorize a change in such declaration, provided that such a change shall not be made more than once during the service of a Government servant.

### GOVERNMENT OF INDIA'S DECISIONS

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**(1) Declaration of Home Town.**— An officer who is his own Controlling Officer for purposes of travelling allowance should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance. This procedure should also be followed in cases where declarations have already been sent direct to the Accounts Officers concerned by officers who are their own Controlling Officers. The Comptroller and Auditor-General and Secretaries to Government will, however, communicate the initial declaration of home towns as well as any subsequent declaration for change therein direct to the Accounts Officers concerned.

[ O.M. No. 43/5/57-Ests. (A), dated the 11th February, 1958. ]

\*\*\* In the case of non-Gazetted staff, the declaration will be kept on the Service Book or other appropriate service record of the Government servant. In the case of Gazetted Officers, the Controlling Officer shall forward the declarations after due verification to the Accounts Officer concerned who shall keep them with the officer's History of Service.

[ O.M. No. 43/1/55-Ests. (A)-Part II, dated the 11th October, 1956. ]

**(2) Change of Home Town.**— It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by the Government servant initially may be accepted and a detailed check may be applied only when he seeks a change.

The correct test to determine whether a place declared by a Government servant may be accepted as his home town or not is to check whether it is the place where the Government servant would normally reside but for his absence from such a station for service under Government. The criteria mentioned below may, therefore, be applied to determine whether the Government servant's declaration may be accepted—

- (i) Whether the place declared by Government servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.



- (ii) Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.
- (iii) Whether his near relations are resident in that place.
- (iv) Whether, prior to his entry into Government service, the Government servant had been living there for some years.

NOTE.— The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Where the Government servant or the family of which he is a member owns a residential or landed property in more than one place, it is left to the Government servant to make a choice giving reasons for the same, provided that the decision of the Controlling Officer whether or not to accept such place as the home town of the Government servant shall be final.

Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of declaration of 'home town', the presence of near relations should be a more or less permanent nature.

[ M.H.A. O.M. No. 43/15/57-Ests. (A), dated the 24th June, 1958 ]

**6. Declaration of place of visit under Leave Travel Concession to any place in India.**— When the concession to visit any place in India is proposed to be availed of by a Government servant or any member of the family of such Government servant, the intended place of visit shall be declared by the Government servant in advance to his controlling officer. The declared place of visit may be changed before the commencement of the journey with the approval of his controlling officer but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the Government servant. This relaxation may be made by the Administrative Ministry / Department or by the Head of the Department, as the case may be.

### GOVERNMENT OF INDIA'S DECISION

**Change of declared destination during journey.**— A doubt has been raised whether LTC will be admissible to a Government servant or to a member of his family, who while proceeding under 4 years block LTC to a declared destination, had to stop at a particular station *en route* the declared destination, whereas either the Government servant himself or the rest of the members of his family, according as the case may be, could visit the declared destination. The matter has been examined and it is clarified that, such cases may be covered under "exception clause" to Para. 2 (i) of Ministry of Home Affairs (Department of Personnel and Administrative Reforms), O.M. No. 31011/2/75-Ests. (A), dated the 3rd February, 1979. In other words, although the rules enjoin that

the declared place of visit cannot be changed after the commencement of the journey, but where it is established by the Government servant that the request for the change in the place of visit could not be made before commencement of the journey and the Government servant himself or a member of his family could not visit the declared destination for circumstances beyond his control, such LTC claim should be admitted agreeably to the provision referred to above, provided it is further established that, such intermediary station falls *en route* to the station declared in advance. Such relaxation can be granted with the approval / sanction of the Administrative Ministry / Head of Department as declared under SR 2 (10).

2. \*\*\*

3. This issues in consultation with P. & T. Finance, *vide* their No. 1871/EA-III/79, dated 26-6-1979.

[ D.G., P. & T., ND No. 20/1/79-PAP, dated the 1st September, 1979 ]

**7. Admissibility of Leave Travel Concession.**— (1) The leave travel concession shall be admissible to persons of the categories specified in Clauses (i) and (iii) of sub-rule (3) of Rule 1 only, if they have completed one year's continuous service under the Central Government on the date of journey performed by him or his family, as the case may be, to avail of the concession.

(2) The leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave.

**AUTHORS' NOTE.**— LTC not admissible for journeys during the weekend holidays without any leave (See *GID* 16).

LTC is admissible during Child Care Leave (See *GID* (16-A)).

*Admissible for maternity leave also.*— LTC will also be admissible during maternity leave. [ *On the same analogy, during Paternity Leave and Paternity Leave for Child Adoption also* ].

## GOVERNMENT OF INDIA'S DECISIONS

**(1) General Instructions.**— \*\*\* In every case, the journey should be to the home and back but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case or in the case of the family.

\*\*\* *For clarification regarding reimbursement — refer GID (23) below.*

\*\*\* In the case of a Government servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

\*\*\*

The class of railway accommodation to which a Government servant and his family will be entitled is the class to which he is entitled under the normal rules at the time the journeys are undertaken.\*\*\*



\*\*\* The Government servants should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey, for example, serial numbers of railway tickets, etc.

A record of all assistance granted under these orders shall be suitably maintained. In the case of Gazetted Officers, the record shall be maintained by the Accounts Officer concerned. In the case of non-Gazetted staff, the record should be in the form of entries in the service book or other appropriate service records and should indicate the date or dates on which the journey or journeys to the "home" commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a Government servant proceeds on leave which is entered in that record, the fact whether or not he availed of the travel assistance under these orders is indicated.

[ M.H.A. O.M. No. 43/1/55-Estt.(A), Part-II, dated the 11th October, 1956. ]

(2) **LTC not admissible on resignation.**— The concession will not, however, be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.

(2-A) **Carry forward of LTC after submitting Technical Resignation—Consolidated guidelines.**— \*\*\*

### 2.3 Carry forward of LTC

Entitlement to LTC may be carried forward in case of a Central Government servant who joins another post after having submitted Technical Resignation. In case of a Government servant who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, the Government servant will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus if a Government servant joins another Department after serving in Government for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

[ G.I., Dept. of Per. & Trg., O.M. No. 28020/1/2010-Estt. (C), dated the 17th August, 2016. ]

(3) **LTC to home town outside India.**— A Government servant who declares, subject to the satisfaction of the Controlling Officer, that his home town is outside India, will also be entitled to the leave travel concession for visiting his home town. Government's assistance in such a case will be limited to the share of the fares for journey (i) up to and from the Railway station (by the shortest route) nearest to the home town or (ii) the Railway station for the nearest port of embarkation / disembarkation in India. The term "nearest port" for this purpose means the port in India nearest to the home town of the Government servant.

\*\*\* Family can perform journey separately.

Where a Government servant and his family perform journeys separately, there is no objection to his presenting separate claims. In each case, however, the claim should be for both outward and inward journeys.\*\*\*

[ M.H.A. O.M. No. 43/5/57-Ests. (A), dated the 4th September, 1957. ]



**(4) Declaration of Home Town.**—An officer who is his own Controlling Officer for purposes of travelling allowance should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance. This procedure should also be followed in cases where declarations have already been sent direct to the Accounts Officers concerned by officers who are their own Controlling Officers. The Comptroller and Auditor-General and Secretaries to Government will, however, communicate the initial declaration of home towns as well as any subsequent declaration for change therein direct to the Accounts Officers concerned.

[ M.H.A. O.M. No. 43/5/57-Ests. (A), dated the 11th February, 1958. ]

**(5) Entitlement of LTC in special cases.**—Leave travel concession will be admissible to the members of Government servant's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations:—

**I. Entitled to reimbursement in respect of outward journey only:**

- (i) A dependent son / daughter getting employment or getting married after going to home town or remaining there for prosecution of studies.
- (ii) The family having performed the journey to home town have no intention of completing the return journey from home town, provided the Government servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

**II. Entitled to reimbursement in respect of the return journey only:**

- (i) A newly married wife coming from home town to headquarters station or a wife who has been living long at home town and did not avail herself of the leave travel concession in respect of the outward journey.
- (ii) A dependent son / daughter returning with parents or coming along from home town where he / she has been prosecuting studies or living with grandparents, etc.
- (iii) A child who was previously below five / twelve years of age but has completed five / twelve years of age only at the time of the return journey.
- (iv) A child legally adopted by a Government servant while staying in the home town.

[ M.H.A. O.M. No. 43/10/58-Ests. (A), dated the 11th December, 1958. ]

**AUTHORS' NOTE.**—The above entitlement will be equally applicable in the case of "LTC to anywhere in India" also.

**(6) LTC to India-based officers serving in India Missions / Posts abroad.**—The cases of India-based officers and members of staff serving

in India Missions / Posts abroad when they come to India on home leave or home leave-cum-transfer will be divided into the following three types for the purpose of LTC:—

- (i) Officers coming on home leave and going back to their old posts on the expiry of leave.
- (ii) (a) Officers coming on home leave-cum-transfer to a post in India.  
(b) Officers going on home leave-cum-transfer to a post outside India.
- (iii) Officers coming on leave-cum-transfer to a post in another foreign country.

For the first category, the port of disembarkation in India on the approved route will be reckoned as the starting point for the commencement of the leave travel concession to the home town and the reimbursement allowed at par with that admissible to employees in India.

(a) In regard to the category of officers at (ii) (a) above, the journey will be performed from the port of disembarkation in India to the new Headquarters via the home town. The officer may be allowed as his minimum entitlement transfer travelling allowance under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, leave travel concession under the rules to the extent the distance from the port of disembarkation to home town and from home town to the new headquarters exceeds the distance from which transfer travelling allowance is admissible \*\*\*. (For officers whose home towns are *en route* on the journey from the port of disembarkation to the new headquarters, or in case where the distance for which leave travel concession would be admissible as above is negligible, it will be preferable to claim transfer travelling allowance only.)

(b) In regard to category of officers at (ii) (b) above, the journey will be performed from the headquarters in India to the port of embarkation in India via the home town. The officer may be allowed as his minimum entitlement transfer Travelling Allowance under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, leave travel concession under the rules to the extent the distance from headquarters in India to home town and from home town to the port of embarkation in India exceeds the distance for which transfer travelling allowance is admissible. (For officers whose home towns are *en route* to the journey from headquarters in India to the port of embarkation, or in cases where the distance for which Leave Travel Concessions would be admissible as above is negligible, it will be preferable to claim transfer travelling allowance only.)

The third category of officials may be allowed as his minimum entitlement transfer T.A. under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, Leave Travel Concession under the rules to the extent the distance from the port of disembarkation to home town and from home town to the port of embarkation exceeds the distance for which transfer travelling allowance is admissible.\*\*\* (For officers whose home towns are *en route* of port of disembarkation to the port of embarkation, or in case where the distance, for which Leave Travel Concession would be admissible as above, is negligible,



it would be advantageous to claim transfer travelling allowance throughout and no Leave Travel Concession will hence be admissible.)

[ M.H.A. Letter No. 43/7/59-Ests. (A), dated the 6th July, 1959. ]

**(7) LTC to officers of autonomous bodies deputed to Central Government.**—The officers of autonomous bodies deputed to Central Government will be treated as temporary Government servants during the period of their deputation with the Central Government and allowed Leave Travel Concession accordingly.

[ M.H.A. Letter No. 43/6/59-Ests. (A), dated the 24th July, 1959. ]

**(8) LTC to industrial and work-charged staff.**—Industrial and work-charged staff who are entitled to regular leave will also be eligible to avail of the Leave Travel Concession in the same manner as other Central Government employees. The first block in their case would be 1960-61.

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[ M.H.A. O.M. No. 6/7/59-Ests. (A), dated the 15th June, 1960. ]

**(9) LTC in combination with transfer / tour TA — Mode of Regularization.**—Normally, the following types of cases are likely to arise when a Government servant combines a journey on LTC with one on transfer or tour:—

(i) *Leave Travel Concession in combination with transfer journey.*—An officer going to home town on regular leave proceeds therefrom on transfer to the new headquarter.

(ii) *Leave Travel Concession in combination with tour journey.*—

(a) An officer proceeding with proper prior permission to home town on regular leave from a tour station and returns to headquarters direct from home town; and

(b) an officer proceeding to a tour station from home town with proper prior permission and returns to headquarters therefrom.

It has been decided that the combined claims in such cases should be regulated as indicated below—

(a) In the cases of the category of Para. (i) above, the officer may be allowed as his minimum entitlement transfer travelling allowance under SR 124 or SR 126, as the case may be. He may be allowed in addition, Leave Travel Concession under the rules to the extent the distance from old headquarters to home town and from home town to the new headquarters exceeds the distance for which transfer-travelling allowance is admissible.

In cases where the distance for which Leave Travel Concession would be admissible as above is negligible, it will, however, be open to the Government servant not to avail of the Leave Travel Concession at all, being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.



The option has to be exercised in respect of self and the members of the family at the time of preferring claim for transfer travelling allowance.

When Leave Travel Concession is not availed of, the Leave Travel Concession advance, if any, taken by the Government servant should be adjusted against his travelling allowance entitlement.

(b) In the case of the category of Para. (ii) (a) above, travelling allowance as on tour may be allowed for the journey from the headquarters to the tour station from which the Government servant proceeds to home town and Leave Travel Concession for the journey from tour station to home town and back to headquarters deeming the tour station as the starting point for the onward journey.

The limitation contained in Para. 1 (3) of Ministry of Home Affairs, Office Memorandum No. 43/1/55-Ests.(A)-Part II, dated the 11th October, 1956, will be applicable in computing the amount of Leave Travel Concession admissible.

(c) In the case of the category of Para. (ii) (b) above, Leave Travel Concession as admissible under the rules may be allowed from headquarters to home town and travelling allowance as on tour for the journey from home town to tour station and back to headquarter.

In cases falling under Para. (ii), the provisions of Ministry of Finance, Office Memorandum No. F. 5 (44)-E.IV/48, dated the 23rd April, 1948 (given below), will have to be complied with.

#### **EXTRACT OF O.M., DATED 23-4-1948, REFERRED TO ABOVE**

It has come to notice that cases of transfer of charge of an office elsewhere than at headquarters are becoming somewhat more frequent than normally. In the circumstances, it has been decided that to ensure prevention of any possible abuse of the spirit of the rules, it will meet the object in view if orders in all such cases are issued by an officer not below the rank of Joint Secretary of a Ministry of the Government of India or embody the fact of his approval having been given.

[ M.H.A. O.M. No. F. 43/15/59-Ests. (A), dated the 19th July, 1960. ]

**(9-A) All India LTC in combination with transfer / tour TA—Mode of Regularization.**—As per instructions contained in Ministry of Home Affairs O.M. No. 43/15/59-Estt. (A), dated 19-7-1960, LTC (Home Town) may be availed in combination with transfer / tour. The question of extending this facility to All India LTC (anywhere in the country in a block of 4 years) has been considered and it has been decided that the provisions of the aforesaid OM, dated 19-7-1960 will also be applicable for All India LTC availed in combination with transfer / tour.

2. Tour T.A and transfer T.A. shall be regulated in terms of relevant instructions of Ministry of Finance.

3. These orders will take effect from the date of issue but claims which were pending on the date of issue may be regulated under these order. Past cases in which decisions have already been taken will not be re-opened.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2006-Estt. (A), dated the 7th February, 2007.. ]

**(10) LTC when an officer is deputed for training in India or abroad.—**

- (i) In case the officer is deputed for training, the place of training automatically becomes the headquarters of the Government servant and such cases present no difficulty in deciding the admissibility of the LTC to the Government servant himself and the members of the family.
- (ii) Normally, the headquarters of a Government servant deputed for training either in India or abroad continue to be at the place from where he proceeds for training unless under the provisions of SR 59, the competent authority changes his headquarters during the training period for the purpose of travelling allowances on tour. Where the competent authority changes his headquarters under SR 59, the new headquarters will have to be reckoned for the purpose of LTC also. If no change of headquarters is effected in respect of those who are deputed for training in India, the trainees are treated as on tour from their original headquarters and are sanctioned travelling allowance as on tour by the competent authority under SR 164. In such cases, if the Government servant proceeds on regular leave from the training station and wants to avail of the LTC, the concession should be allowed in respect of the Government servant himself for the journeys from the place of training to the home town and back to the place of training or the headquarters on the expiry of the regular leave, as the case may be. So far as the members of his family are concerned, the starting point for the onward journey in such case will continue to be the headquarters of the Government servant concerned.
- (iii) In respect of officers who are deputed abroad for training, the Government's liability in respect of the Leave Travel Concession in respect of the Government servant himself will be limited to the liability the Government would have borne, if he had undertaken the journeys from the headquarters (from which he proceeded for training abroad) or the headquarters declared under SR 59 to the home town and back. So far as members of his family are concerned, headquarters from which he proceeded on training will be treated as the starting point for the onward journey for the purpose of LTC.

[ M.H.A. O.M. No. 43/10/65-Estt. (A), dated the 7th August, 1965. ]

**(11) LTC to officers of All India Services.—** They or the members of their families will not be entitled to avail of the concessions for a particular block, if they or the members of their family, had availed of the concessions from the State Government for that block before being deputed to service in connection with the affairs of the Union. Similarly, on reversion to the State Government they will not be entitled to the concession for a particular block period, if concessions for that block had been availed of, while the officer was serving in connection with the affairs of the Union.



The expenditure incurred on account of Leave Travel Concessions availed of by such officers and/or their families during the period of their deputation with the Centre, shall be borne by the Central Government and the expenditure on concessions earned by these officers during the period of their deputation with the Centre but not availed of during that period, will be borne by the State Government concerned.

[ M.H.A. O.M. No. 16/1/69-AIS(II), dated the 15th July, 1969. ]

**(12) Admissibility of LTC to Central Government servants deputed to other than top posts in the Public Sector Undertakings, etc.—** The deputationists may be given an option either to choose the Leave Travel Concession admissible to the corresponding employees of the Public Sector Undertakings or under the Central Government Rules, whichever is more favourable to them. However, a Central Government servant deputed to a Public Sector Undertaking would not be entitled to avail of the LTC from the Public Sector Undertaking concerned for self and/or his family for the duration of the block of two years, if he and/or his family, as the case may be, had already availed of the concession under the Central Government during the block; and on reversion if the Central Government employee and/or his family has availed of LTC under the rules of the Public Sector Undertaking concerned, he would not be entitled to LTC under the Central Government for the duration of the block in which he had already availed of this concession. There may also be cases where a Government servant exercises an option to avail the LTC under the rules of the Public Sector Undertakings but could not actually avail the concession during the term of service in the Undertakings. In such a case, on reversion to Government service, the Government servant and his family should be entitled to avail the concession for a particular block only under the Central Government Rules.

[ D.P. & A.R. O.M. No. 43/2/60-Ests. (A), dated the 7th July, 1971. ]

Deputationists to posts, other than the top posts, in Public Undertakings may be given an option either to choose the Leave Travel Concessions as admissible to the corresponding employees of the Public Sector Undertakings or as admissible under the Central Government Rules, whichever is more favourable to them. A question has been raised whether fresh option can be allowed in a case where the rules relating to Leave Travel Concession are revised by the Undertaking concerned after the Government servant had joined it on deputation and had exercised his option in terms of the aforesaid Office Memorandum of 7-7-1971. It is clarified that a fresh option may be allowed in such cases also.

[ D.P. & A.R. O.M. No. 43/5/74-Ests. (A), dated the 16th January, 1976. ]

**(13) Reimbursement of Special Supplementary Charges for travel by Super Fast Express trains.—** Doubts have been expressed as to whether the Special Supplementary Charges levied by the Railways for travel by Super Fast Express trains in reserved accommodation could be reimbursed in respect of journeys on Leave Travel Concession. In view of the provisions of Ministry of Finance (Department of Expenditure), O.M. No. 19023/2/73-E.IV(B), dated the



6th August, 1973 (*not reproduced*), under which the said special supplementary charges could be reimbursed for journeys on transfer, it is hereby clarified that those charges may also be reimbursed in respect of journeys on Leave Travel Concession.\*\*\*

In cases where the journey for which Leave Travel Concession claim is preferred is performed otherwise than by rail between places connected by rail and the claim is restricted to the amount which would have been admissible had the journey been performed by rail, the amount to be reimbursed shall not include the Special Supplementary Charges.

[ D.P. & A.R. O.M. No. 43/4/73-Ests. (A), dated the 7th June, 1974. ]

**(14) LTC within India to the staff of the Indian Aid Mission in Nepal and other personnel sent to Nepal under India's Aid Programme.**— The point of commencement / end of the forward / return journey in India for the purpose of Leave Travel Concession in respect of the staff will be the nearest Railway Station in India to the place of posting of the staff in Nepal from which they actually commence their onward journeys / complete their return journeys. When the officer is coming to India on home leave-cum-transfer, the journey will be performed from the place of entry in India to the new headquarters via the home town. For the journey from the place of entry to the home town, Leave Travel Concession would be admissible and for the journey from home town to headquarters, transfer T.A. restricted to what would be admissible had the journey been performed directly from the place of entry in India to the headquarters, will be permitted. (For officers whose home towns are *en route* on the journey from the place of entry in India to the new headquarters, it would be preferable to claim only transfer T.A. throughout and no leave travel concession will hence be admissible.)

[ M.H.A. Letter No. 43/7/59-Ests. (A), dated the 10th September, 1959 and 31011/8/78-Ests. (A), dated the 14th March, 1980. ]

**(15) LTC to Central Government employees deputed to top level posts in Public Sector Undertakings.**— It is directed to refer to Paragraph 3 (v) of this Department's O.M. No. F. 1 (3)-Est. (P-II)/80, dated 27-7-1981 (*not reproduced*), which *inter alia* provides that while on deputation to a Public Sector Undertaking a Central Government employee will be allowed concessions as admissible to corresponding employees of the Undertaking.

It has now been represented that while under the Central Government LTC is available to Government employees, in some of the Public Sector Undertakings similar concessions are not available.

When a Central Government employee is deputed to a top level post in a Public Sector Undertaking, where LTC is not available, then he will be eligible for the LTC as in the case of other Central Government employees, provided that provision for its admissibility has been incorporated in the orders placing the employee on foreign service with the Undertaking concerned. In those Public Sector Undertakings where the concession is available, the deputationist

Government employees will be entitled only to those concessions. As regards the Central Government employees already on foreign service with Undertakings, where the concession is not available, action may be taken in consultation with the Undertakings concerned to modify suitably the terms and conditions of their deputation so as to make them eligible for the concession. The cost of the concession in all such cases will, however, be met by the Undertaking concerned.

[ DoP&T O.M. No. 2 (16)-Estt. (P-II)/82, dated the 6th March, 1984. ]

**(16) LTC not admissible for journeys during the weekend holidays without any leave.**—I am to inform that the Government of India to whom the case was referred *vide* this Office Letter No. 360-Audit I/15-83, dated 16-4-1987, have clarified that when a Government servant undertakes a journey during the weekend holidays without any leave, he is not entitled to Leave Travel Concession.

### ENCLOSURE

#### Department of Personnel and Training (Ests. [A] Section)

Reference note from the C & AG as above.

2. Under the Leave Travel Concession Scheme, expenditure incurred by a Government servant in respect of journeys undertaken by him during some kind of leave (including casual leave) alone is reimbursable subject to the conditions laid down in the various instructions issued from time to time in the matter. Hence, when a Government servant undertakes a journey during the weekend holidays without taking any leave, he is not entitled to Leave Travel Concession.

Sd/- (A. JAYARAMAN)  
Director (E)

O/o the C & AG (Shri R.S. Ramanujam, AO)

D P & T, U O No.1340/87-Ests. (A), dated 15-5-1987

[ C. & A.G. No. 488-Audit I/15-83 (II), dated the 19th June, 1987 ]

**(16-A) Child Care Leave (CCL) - Clarification.**— It is directed to refer to DoP&T's O.M. No. 21011/08/2013- Estt. (AL), dated 25-3-2013 and to say that references have been received with regard to leaving Headquarters/ Station while on CCL and availing LTC during CCL.

2. In this regard, it has now been decided that:-

- (i) An employee on CCL may be permitted to leave headquarters with the prior approval of appropriate Competent Authority.
- (ii) LTC may be availed while an employee is on CCL.
- (iii) An employee on CCL may proceed on foreign travel, provided clearances from appropriate competent authorities are taken in advance.

[G.I., Dept. of Per. & Trg., O.M. No. 13018/6/2013-Estt. (L), dated the 3rd April, 2018.]



**(17) LTC to the Central Government employees while on 'Study Leave'.—**The leave travel concession is admissible to the Central Government employees while on study leave. In such cases, the claim are to be regulated as under—

*(a) For Self:*

Government servant can avail LTC from the place of study leave to any place in India / home town, subject to the condition that the reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India / home town or actual expenditure, whichever is less.

*(b) For the Family Members:*

- (i) When the family members are staying with the Government servant at the place of his study leave :

The reimbursement will be as indicated at (a) above;

- (ii) When not staying at the place of study leave:

The reimbursement will be as under the normal terms and conditions of the LTC Scheme.

[ DoP&T O.M. No. 31011/1/88-Ests. (A), dated the 30th March, 1988. ]

**(18) LTC when both husband and wife are Government servants and are residing together.—**According to the definition of family as given under Rule 4, which is applicable, in travel *inter alia*, for the purpose of admissibility of LTC, the family of a Government servant includes wife or husband, as the case may be, residing with the Government servant and children residing with and wholly dependent upon the Government servant. In addition, it includes the parents, sisters and minor brothers, if residing with and wholly dependent upon the Government servant.

According to the existing position where both husband and wife are Government servants and are residing together, they constitute one family unit for the purpose of LTC and only one of them can claim this concession and the other spouse travels as a member of his / her family. In such a case, the Government servants are required to make a joint declaration of a common home town, which can be the home town of either of the spouses or a third place. Therefore, the spouse who avails the LTC as member of family of the other could not claim the benefit separately for his/her own parents or dependent minor brothers and sisters even if they were residing with him / her. On the other hand, where a couple, both being Government servants, are residing separately can claim the benefit of LTC individually for their dependent parents, minor brothers and sisters and also declare two separate places as their respective home towns. Therefore, the husband and wife when both are Government employees and are staying together suffer from certain disadvantages inasmuch as they have to declare common home town and only one of them can claim the benefit of LTC.



The matter has been considered in consultation with Ministry of Finance (Department of Expenditure) and it has been decided that where husband and wife both are Government servants, they could, at their option, choose to declare separate home town and both of them may claim the concession separately under the normal provisions of CCS (LTC) Rules in respect of the members of their respective families subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the concession for self independently. Similarly, the children shall be eligible for the benefit in one particular block as members of the family of one of the parents only. All other conditions for admissibility of the LTC shall continue to be applicable as per normal provisions of the scheme.

The above decision will be applicable to the journeys performed for availing the LTC against the block years 1990-91 onwards.

[ DoP&T O.M. No.. 31011/8/89-Estt.(A), dated the 8th May, 1990. ]

**(19) LTC facility for an escort accompanying single handicapped Government servant.**— It has been decided that LTC facility could be allowed for an escort who accompanies a handicapped Government servant on the journey subject to the following conditions:—

(1) Prior approval of the Head of the Department concerned is obtained on each occasion.

(2) The nature of physical disability of the Government servant is such as to necessitate an escort for the journey. In case of doubt, the decision of the Head of the Department will be final.

(3) The physically handicapped Government servant does not have an adult family member.

(4) The Government servant and the escort avail of the concession, if any, in the rail / bus fare as might be extended by Railways / State Roadways authorities in such cases.

(5) Any other person who is entitled to LTC does not accompany the handicapped Government servant on the journey.

[ DoP&T O.M. No. 31011/4/91-Estt. ( A), dated the 9th July, 1991. ]

**(20) LTC to officials under suspension.**— A question has been raised whether LTC is admissible during the period of suspension. It is clarified that a Government servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

[ All India Service Manual, Fifth Edition, Part I, Page 233 and D.G., P&T, Letter No. 26/1/74-PAP, dated the 3rd February, 1977. ]

**(21) During LPR.**— LTC to visit home town in a block of two years and to any place in India once in four years will be allowed both ways during leave

preparatory to retirement, provided the return journey is completed before the expiry of the leave preparatory to retirement.

[ M.H.A. O.M. No. 31011/1/77-Ests. (A), dated the 1st October, 1977. ]

**(22) Clarification regarding eligibility of Home Town Concession—Frequently Asked Questions.**— It 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:—

Sl. 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 and Kashmir and Andaman and Nicobar Islands as allowed by DoP&T's O.M. No. 31011/3/2014-Estt. A-IV, dated 26-9-2014?	No. Employees whose Home Town and 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.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/4/2007-Estt. (A-IV), dated the 18th May, 2015. ]

**(23) Journey to Headquarters on LTC in respect of dependent family members of the Government servant — Clarification.**— It is directed to refer to this Department's O.M. No. 31011/14/86-Estt. (A-IV), dated 8-5-1987, which *inter alia* provides that the Government servant and the members of the family may claim LTC independently; however, reimbursement in such cases



will be restricted to the actual distance travelled by the family or the distance between the headquarters / place of posting of the Government servant and the place visited / hometown, whichever is less.

2. Restriction of reimbursement to the distance from the Headquarter / place of posting creates an anomalous situation where the Government servant seeks to avail of LTC in respect of members of the family to the Headquarters/ place of posting either from the hometown of the Government servant or from anywhere else. For illustration, a dependent child of a Government servant (posted in Delhi) staying and pursuing studies in Mumbai may visit a Government servant at his Headquarters / place of posting (i.e. Delhi) on LTC; however, reimbursement in such case shall be admissible for distance between the Headquarters and place of visit (which in this case is Headquarters itself), which shall be NIL in this case.

3. To resolve the issue, the matter has been considered by this Department in consultation with Joint Consultative Machinery - Staff Side and Department of Expenditure. It is clarified that full reimbursement as per the entitlement of the Government servant shall be allowed for journey(s) performed on LTC by the family members from any place in India to Headquarters / place of posting of the Government servant and back. When such journey is performed from the Home Town, the LTC shall be counted against 'Home Town' LTC and in case the journey is from any other place in India, then it shall be counted against 'Any place in India' LTC.

4. The provisions of this OM (Para. 3) will have prospective effect.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/5/2015-Estt. A-IV, dated the 31st October, 2017. ]

**8. Types of leave travel concession.—**(a) The leave travel concession to home town shall be admissible irrespective of the distance between the headquarters of the Government servant and his home town, once in a block of two calendar years, such as 1986-87, 1988-89 and so on.

(b) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years, such as 1986-89, 1990-93 and so on:

Provided that in the case of a Government servant to whom leave travel concession to home town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to home town available to him at the time of commencement of the journey;

(c) A Government servant whose family lives away from him at his home town may, in lieu of all concessions under this scheme, including the leave travel concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of leave travel concession for self only to visit the home town every year.



## GOVERNMENT OF INDIA'S DECISIONS

**(1) Every year LTC to home town admissible to unmarried Government servants also.**—According to the then Ministry of Home Affairs, O.M. No.6/7/59- Estt. (A), dated the 6th October, 1960, Government servants who had left their spouse and children in their home town could avail of LTC for self only to visit home town every year. The Staff Side of the National Council (JCM) has demanded that similar facility should also be extended to unmarried Central Government employees who have parents, sisters and minor brothers wholly dependent on them living in their home town, in view of the expanded definition of 'family' contained in SR 2 (8) as a result of the recommendation of the Third Central Pay Commission. The matter was discussed in the 28th Ordinary Meeting of the National Council (JCM) held on 14/15th January, 1986 and it has been decided that the unmarried Central Government employees who have left their wholly dependent parents, sisters and minor brothers at their home town may also be given the benefit of LTC to visit their home town every year. This concession will be *in lieu* of all other LTC facilities admissible to the Government servant himself and the aforesaid parents, sisters and minor brother. Further, for the purpose of this Office Memorandum, the term "wholly dependent" will have the same meaning as that given in the Ministry of Finance, Department of Expenditure, O.M. No. 19030/1/75-E, IV (B), dated the 1st March, 1975.

[ O.M. No. 31011/17/85-Estt. (A), dated the 3rd April, 1986. ]

**(2) Entitlements of fresh recruits.**—Fresh recruits to Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008. ]

**Clarification :** After issue of DoP&T., O.M. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008, clarification on the Rule 8-Type of LTC has been sought by Department of Telecommunication and the clarification furnished by DoP&T is as under:—

**Point of Doubt:** Whether a Government servant appointed before issue of this O.M. i.e., before 23-9-2008 but not completed first eight years of service is eligible for four LTC as mentioned in Sixth CPC?

**Clarification :** The Government servants who have not completed 8 years of service as on 1-9-2008 are entitled for this concession as per their entitlement. There is no change in block year Current block is 2006-2009.

[ G.I., Dept. of Telecom., O.M. No. 7-26 (1)/2009-PAT, dated the 24/26th February, 2009. ]

**(3) Facilities for serving in N-E. Region, etc.— \*\*\***

\* \* \*

**(vii) Leave Travel Concession**

In terms of the existing provisions as contained in this Ministry's O.M. No. 20014/3/83-E.IV, dated December 14, 1983, (*not printed*), the following options are available to a Government servant who leaves his family behind at the old headquarters or another selected place of residence, and who has not availed of transfer travelling allowance for the family:

- (a) the Government servant can avail of the Leave Travel Concession for journey to the home town once in a block period of two years under the normal Leave Travel Concession Rules;

OR

- (b) in lieu thereof, the Government servant can avail of the facility for himself / herself to travel once a year from the station of posting to the home town or the place where the family is residing and for the family [ restricted only to the spouse and two dependent children of age up to 18 years in respect of sons and up to 24 years in respect of daughters ] also to travel once a year to visit the Government servant at the station of posting.

These special provisions shall continue to be applicable.

In addition, Central Government employees and their families posted in these territories shall be entitled to avail of the Leave Travel Concession, in emergencies, on two additional occasions during their entire service career. This shall be termed as "Emergency Passage Concession" and is intended to enable the Central Government employees and/or their families [ spouse and two dependent children ] to travel either to the home town or to the last place of duty from the station of posting or *vice versa* in an emergency. This shall be over and above the normal entitlements of the employees in terms of the O.M., dated December 14, 1983, and the two additional passages under the Emergency Passage Concession shall be availed of by the entitled mode and class of travel as admissible under the normal Leave Travel Concession Rules.

Further, in modification of the orders contained in this Ministry's O.M. No. 20014/16/86-E. IV/E.II (B), dated December 1, 1988, Officers drawing pay of ₹ 13,500 and above and their families, i.e., spouse and two dependent children [ up to 18 years in respect of sons and up to 24 years in respect of daughters ] will be permitted to travel by air on Leave Travel Concession between Agartala /



Aizawl / Imphal / Lilabari / Silchar in the North-East and Calcutta and vice versa; between Port Blair in the Andaman and Nicobar Islands and Calcutta / Madras and vice versa; and between Kavaratti in the Lakshadweep Islands and Cochin and vice versa.

[ G.I., M.F., O.M. No. 11 (2)/97-E. II (B), dated, the 22nd July, 1998 as amended by OM of even number, dated the 1st December, 2004. ]

**(3-A) LTC facilities to the Civilian employees of the Central Government serving in States of the North-Eastern Region, Ladakh region of State of Jammu and Kashmir and in Union Territories of Andaman and Nicobar Island and Lakshadweep Group of Islands.**— It is directed to refer to Department of Expenditure's O.M. No. 11(2)/97-E.II (B) dated the 22nd July, 1998, regarding Allowance and Special Facilities for civilian employees of the Central Government serving in States and Union Territories of the North-Eastern Region and in the Andaman and Nicobar Island and Lakshadweep Group of Islands.

2. The aforesaid O.M. provided the option of availing every year Home Town LTC (for self and family) to a Government servant serving in North-Eastern Region, Andaman and Nicobar and Lakshadweep groups of Islands who leaves his family behind at the old headquarters or another selected place of residence, and who has not availed of transfer travelling allowance for family. In addition, two additional passages under "Emergency Passage Concession" is also provided to the employees posted in these regions to enable them and/or their families [spouse and two dependent children] to travel either to the Home Town or the station of posting in an emergency.

3. The Seventh Pay Commission has recommended that splitting of Home Town LTC should be allowed in case of employees posted in North-East, Ladakh and Island Territories of Andaman, Nicobar and Lakshadweep. This will enable these employees and their families to meet more often.

4. Consequent upon acceptance of recommendations of Seventh Pay Commission, it has been decided that a civilian Central Government servant serving in North-Eastern Region, Ladakh region of State of Jammu and Kashmir, Andaman and Nicobar Islands and Lakshadweep groups of Islands, who leaves his family behind at the old headquarters or another selected place of residence and has not availed of transfer travelling allowance for family, shall be provided with the following options for the purpose of LTC:

- (i) The Government servant may avail LTC for journey to the Home Town once in a block period of two years and/or one 'Anywhere in India' LTC in a block of four years under the normal LTC rules.

*Or*

- (ii) In lieu thereof, the Government servant may avail the facility for himself/herself to travel once a year from the station of posting to the Home Town or the place where the family is residing and for the family [ restricted only to the spouse and dependent children as per the 'family' definition of CCS (LTC), Rules, 1988 ] to travel once a year to visit the Government servant at the station of posting.



5. In addition, Central Government employees and their families posted in these territories shall be entitled to avail of the Leave Travel Concession, in emergencies, on two additional occasions during their entire service career. This shall be termed as "Emergency Passage Concession" and is intended to enable the Central Government employees and/or their families [ restricted only to spouse and dependent children ] to travel either to the Home Town or the station of posting in an emergency. The two additional passages under the Emergency Passage Concession shall be availed by the entitled mode and class of travel as admissible under the normal Leave Travel Concession Rules.

6. This O.M. will take effect from July 1, 2017.

[ G.I., Dept. Per. & Trg., O.M., No F. No. 31011/12/2015-Estt. A-IV, dated the 24th April, 2018. ]

**(3-B) Emergency Passage Concession - Clarification.-** It is directed to refer to this Department's OM of even number, dated 24-4-2018 on the subject noted above and to say that as per Para. 5 of the aforesaid OM, Civilian Central Government servants posted in North-Eastern Region, Union Territory of Ladakh, Andaman and Nicobar Islands and Lakshadweep groups of Islands, who leave their family behind at the old headquarters or another selected place of residence shall be allowed "Emergency Passage Concession" on two additional occasions during their entire service career to enable the Government employees and/or their families [ *restricted only to spouse and dependent children* ] to travel either to the Home Town or the station of posting in an emergency.

2. In this regard, this Department is in receipt of references seeking clarification as to whether the facility of "Emergency Passage Concession" is available to the Government servant for travel from the station of posting to Home Town only or whether the Government servants can avail the facility to travel to the selected place of residence of family declared by them for the duration of their posting/transfer to these regions.

3. The matter has been considered in this Department in consultation with Department of Expenditure. It is clarified that "Emergency Passage Concession" can be availed by Government employees posted in North-East Region, Andaman and Nicobar Islands, Lakshadweep Islands and Union Territory of Ladakh to visit any one of the destinations, i.e. Home Town, or any selected place of residence of the family declared by them for the duration of their posting/transfer to these regions.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/12/2015-Estt. (A-IV), dated the 28th February, 2020. ]

**(4) Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit.—** The Sixth CPC had recommended that "Fresh Recruits" to the Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This was accepted by the Government and orders were issued *vide* DoP&T, O.M. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008 (*GID (2) above*).

2. This Department receives a number of references seeking clarifications from various Ministry / Departments about the year-wise LTC entitlements of

Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

**Question 1.— What are the LTC entitlements of a Fresh Recruit?**

**Answer.**— Fresh recruits to the Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

**Question 2.— How are the two blocks of four years applied to the Fresh Recruit?**

**Answer.**— The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Government servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year-wise with effect from the date of completion of one year of regular service.

**Question 3.— Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?**

**Answer.**— No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21, etc.

**Question 4.— If a Fresh Recruit does not avail LTC facility in a particular year, can he / she avail it in the next year?**

**Answer.**— No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

**Question 5.— How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?**

**Answer.**— (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two-year block (e.g. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (e.g. 2017 of 2016-2017), he will not be eligible for LTC in that year. Refer illustrations 1 and 3 for further explanation.

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules. Refer illustration 2.



**Question 6.— How will the LTC entitlement be computed in case of a Fresh Recruit joining the service on 31st December of any year?**

**Answer.**— A fresh recruit who joins the Government service on 31st December of any year, will be eligible for LTC with effect from 31st December of next year. Since, 31st December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on the last day of that year. From next year onwards, he would be eligible for the remaining seven LTCs. Refer illustration 3.

**Question 7.— How will the entitlements of a Fresh Recruit be computed who has joined the Government service before 1-9-2008?**

**Answer.**— A fresh recruit who has joined Government service before 1-9-2008 (i.e. before the introduction of this scheme) and has not completed his first eight years of service as on 1-9-2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his / her service. Refer illustration 4.

**Question 8.— Can a Fresh Recruit whose Home Town and Headquarters are same, avail LTC to Home Town?**

**Answer.**— No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to home town shall be admissible irrespective of the distance between the Headquarters of the Government servant and his Home Town which implies that Headquarters and Home Town should be at different places.

**Illustration**

**Illustration 1:**

An employee joins the Government service on 1st September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:—

	Year of LTC	Type of LTC	LTC Occasion	
	1-9-2008 - 31-8-2009	Nil	—	
	1-9-2009 - 31-12-2009	Home Town	1 <sup>st</sup>	First block of 4 years
	1-1-2010 - 31-12-2010	Home Town	2 <sup>nd</sup>	
	1-1-2011 - 31-12-2011	Home Town	3 <sup>rd</sup>	
	1-1-2012 - 31-12-2012	Any Place in India	4 <sup>th</sup>	
Running Block	1-1-2013 - 31-12-2013	Home Town	5 <sup>th</sup>	Second block of 4 years
	1-1-2014 - 31-12-2014	Home Town	6 <sup>th</sup>	
	1-1-2015 - 31-12-2015	Home Town	7 <sup>th</sup>	
	1-1-2016 - 31-12-2016	Any Place in India	8 <sup>th</sup>	
	1-1-2017 - 31-12-2017	Nil	—	
	1-1-2018 - 31-12-2021	New LTC Block	—	

**EXPLANATIONS.—**

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (eg. 2014-2017) where the new LTC cycle of fresh recruit coincides



with the second year of the running two year block (e.g. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e. 2017).

- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year-wise with effect from the date of completion of one year of regular service.

### Illustration 2:

An employee joins the Government service on 1st January, 2009. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st January, 2010 (i.e. after the completion of one year of regular service). His entitlement for home town / All India LTC would be as under:—

Year of LTC	Type of LTC	LTC Occasion
1-1-2009 - 31-12-2009	Nil	—
1-1-2010 - 31-12-2010	Home Town	1 <sup>st</sup>
1-1-2011 - 31-12-2011	Home Town	2 <sup>nd</sup>
1-1-2012 - 31-12-2012	Home Town	3 <sup>rd</sup>
1-1-2013 - 31-12-2013	Any Place in India	4 <sup>th</sup>
1-1-2014 - 31-12-2014	Home Town	5 <sup>th</sup>
1-1-2015 - 31-12-2015	Home Town	6 <sup>th</sup>
1-1-2016 - 31-12-2016	Home Town	7 <sup>th</sup>
1-1-2017 - 31-12-2017	Any Place in India	8 <sup>th</sup>
1-1-2018 - 31-12-2021	New LTC Block	—

EXPLANATION.—

- (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

### Illustration 3:

An employee joins the Government service on 31st December, 2011. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 31st December, 2012 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:—

Year of LTC	Type of LTC	LTC Occasion
31-1-2011 - 30-12-2012	Nil	—
31-12-2012	Home Town	1 <sup>st</sup>
1-1-2013 - 31-12-2013	Home Town	2 <sup>nd</sup>
1-1-2014 - 31-12-2014	Home Town	3 <sup>rd</sup>
1-1-2015 - 31-12-2015	Any Place in India	4 <sup>th</sup>
1-1-2016 - 31-12-2016	Home Town	5 <sup>th</sup>
1-1-2017 - 31-12-2017	Home Town	6 <sup>th</sup>
1-1-2018 - 31-12-2018	Home Town	7 <sup>th</sup>
1-1-2019 - 31-12-2019	Any Place in India	8 <sup>th</sup>
1-1-2020 - 31-12-2021	Home Town	—
1-1-2022 - 31-12-2025	New LTC Block	—

Running  
Block  
(2018 - 2021)

## EXPLANATIONS.—

- (i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC with effect from 31st December of next year. Since, 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (e.g. 31st December, 2012). From next year onwards, he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (e.g. 2020-21) of the running four year block (2018-21), he will be eligible only for the 'home town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

**Illustration 4:**

An employee joins the Government service on 10th May, 2006. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 10th May, 2007 (i.e. after the completion of one year of regular service). His entitlement for home town / All India LTC would be as under:—

Year of LTC	Type of LTC	LTC Occasion
10-5-2006 - 9-5-2007	Nil	—
10-5-2007 - 31-12-2007	Home Town / Any Place in India	1 <sup>st</sup>
1-1-2008 - 31-12-2008	Home Town	2 <sup>nd</sup>
1-9-2009 - 31-12-2009	Home Town	3 <sup>rd</sup>
1-1-2010 - 31-12-2010	Any Place in India	4 <sup>th</sup>
1-1-2011 - 31-12-2011	Home Town	5 <sup>th</sup>
1-1-2012 - 31-12-2012	Home Town	6 <sup>th</sup>
1-1-2013 - 31-12-2013	Home Town	7 <sup>th</sup>
1-1-2014 - 31-12-2014	Any Place in India	8 <sup>th</sup>
1-1-2015 - 31-12-2015	Nil	—
1-1-2016 - 31-12-2017	Home Town	—

## EXPLANATION.—

A fresh recruit who has joined the Government service before 1-9-2008 (i.e. before the introduction of this scheme) and has not completed his first eight years of service as on 1-9-2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his / her service.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/7/2013-Estt. (A-IV), dated the 26th September, 2014. ]

**(5) Leave Travel Concession (LTC) entitlements of unmarried Government servants — Conversion of Home Town LTC facility into travel to different parts of the country permissible under the special dispensation scheme —Clarification.—** In relaxation to the Central

Civil Services (Leave Travel Concession) Rules, 1988, special dispensation is allowed to the Government servants from time to time. Presently, one such dispensation in operation is the relaxation to the Government servants to travel by air to visit North-East Region or to Jammu and Kashmir or to the Andaman and Nicobar Islands by converting one block of Home Town LTC available to them.

2. *Vide* this Department's Office Memorandum No. 31011/17/85-Estt. (A), dated 3-4-1986 (*GID* (1) *above*), unmarried Central Government employees, who have left their wholly dependent parents / sisters / minor brothers at their home town are allowed the benefit of LTC to visit their home town every year. This concession is in lieu of all other LTC facilities admissible to the Government servant himself and to his/her parents / sisters / minor brothers.

3. This Department is in receipt of references seeking clarification on the admissibility of conversion of home town LTC facility into travel to different parts of the country, which is permissible under special dispensation, to such unmarried Government servants.

4. The matter has been examined in consultation with Ministry of Finance. It has been decided that the facility of conversion of home town LTC to allow travel to different parts of the country, under the special dispensation scheme, will also apply to an unmarried Central Government servant, who is eligible to avail the benefit of LTC to visit Home Town every year. This facility may be availed by converting one occasion of Home Town LTC out of the four home town LTC occasions available in a block of four years.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/1/2013-Estt. (A-IV), dated the 21st April, 2015. ]

**9. Counting of leave travel concession against particular blocks.—**A Government servant and members of his family availing of leave travel concession may travel in different groups at different times during a block of two of four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years. This will apply to availing of leave travel concession carried forward in terms of Rule 10.

### GOVERNMENT OF INDIA'S DECISION

Some members of the family can avail concession to home town while some others for visiting "anywhere in India" in the same two-year block.—Will the Department of Personnel and Training may please refer to Rule 9 of their Notification No. 31011/10/85-Estt. (A), dated 3-5-1988 [ CCS (LTC) Rules ], regarding Leave Travel Concession?

A case has arisen where in respect of block year 1986-87, a Government servant and his family members (except one son) performed journey to home town and his son availed of the concession to "anywhere in India". In view of the provisions of Rule 9 of Central Civil Services (Leave Travel Concession) Rules, 1988, it is presumed that reimbursement for Leave Travel Concession claim of the son can also be allowed.



This may please be confirmed.

Sd/- (M. K. PATHAK)  
Administrative Officer (A-I)

Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training),  
Estt. (A) Section, New Delhi.

C. & A.G.'s U.O.No.284-Audit-I/55-87, dated 21-4-1989.

### Department of Personnel and Training Establishment (A) Section

Since the LTC facility can be availed by the Government servant and various members of his family in separate batches, there may not be any objection in allowing home town LTC and the LTC to any place in India to different members of the family in respect of the same block of years, provided such concession is otherwise admissible. Proper account, however, may be maintained in respect of each member so that there is no confusion about the admissibility of LTC for the subsequent blocks.

Sd/-  
(GURDIP SINGH)  
Desk Officer

Office of the Comptroller and Auditor-General of India, New Delhi.

Dept. of Per. & Trg., U.O. No. 1138/89-Estt. (A), dated 11-5-1989.

[ C. & A.G. No. 418/Audit I/55-87/III-89 (62), dated the 29th May, 1989. ]

**10. Carry over of leave travel concession.—**A Government servant who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If a Government servant is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

**11. Place to be visited by Government servant and members of his family under leave travel concession to any place in India.—**A Government servant and each member of his family may visit different places of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited by the Government servant himself at any time earlier during the same block.

**12. Entitlement.—**(1) For travel under the Scheme of Leave Travel Concession, the entitlement shall be as under—

**Journey by Air / Rail / Road (From 1-7-2017) :**

*Not printed.— Please see GID (1) below this Rule.*

- (2) ]  
(3) ] *Not printed.*  
(4) ]

(5) **Travel between places not connected by any other means of transport.**—For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony, elephant, camel, etc. In such cases, mileage allowance will be admissible at the same rate as for journeys on transfer.

EXPLANATION.— *Not Printed.*

## GOVERNMENT OF INDIA'S DECISIONS

### (A) General and Air Travel

**(1) Entitlements for travel by Air / Rail / Road / Sea / River from 1-7-2017.—**

**A. (i) Travel Entitlements within the Country :**

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business / Club Class by air or AC-I by train
12 and 13	Economy Class by air or AC-I by train
*9 to 11	Economy Class by air or AC-II by train
8 and below	First Class / AC-III / AC Chair car by train

(ii) It has also been decided to allow the Government officials travel by Premium Trains / Premium Tatkal Trains / Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic / Flexi-fare in Shatabdi / Rajdhani / Duroto Trains while on official tour / training. Reimbursement of Tatkal Seva Charges which has fixed fare, will continue to be allowed. Travel entitlement for the journey in Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani / Duroto Trains will be as under:—

Pay Level in Pay Matrix	Travel Entitlements in Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani / Duroto Trains
12 and above	Executive / AC 1st class (In case of Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani Trains as per available highest class)
6 to 11	AC 2nd Class / Chair Car (in Shatabdi Trains)
5 and below	AC 3rd Class / Chair Car

(iii) *The revised Travel entitlements are subject to the following:—*

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe / ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

\* As amended by Para. 3 of GID (1-B) below.

- (c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- (d) In case of non-availability of seats in entitled class, Government servants may travel in the class below their entitled class.

### **B. International Travel Entitlement :**

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First class
14 to 16	Business / Club class
13 and below	Economy class

### **C. Entitlement for journeys by Sea or by River Steamer :**

- (i) For places other than A & N Group of Islands and Lakshadweep Group of Island :

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

- (ii) For travel between the mainland and the A & N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :—

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Deluxe class
6 to 8	First / 'A' Cabin class
4 and 5	Second 'B' Cabin class
3 and below	Bunk class



**D. Mileage Allowance for Journeys by Road :***(i) At places where specific rates have been prescribed :—*

Pay Level in Pay Matrix	Travel Entitlement
14 or above	Actual fare by any type of public bus including AC bus <i>OR</i> At prescribed rates of AC taxi when the journey is actually performed by AC taxi <i>OR</i> At prescribed rates for autorickshaw for journeys by autorickshaw, own car, scooter, motorcycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus <i>OR</i> At prescribed rates for autorickshaw for journeys by autorickshaw, own car, scooter, motorcycle, moped, etc.
3 and below	Actual fare by ordinary public bus only <i>OR</i> At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

*(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring States:—*

For journeys performed in own car / taxi	₹ 24 per km
For journeys performed by autorickshaw, own scooter, etc.	₹ 12 per km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 % whenever DA increases by 50%.

[ G.I., M.F., O.M. No. 19030/1/2017-E.IV, dated the 13th July, 2017. ]

**(1-A)** It has been decided that TA/DA entitlements of Officers in Pay Level 13-A (pre-revised Grade Pay of ₹ 8,900) shall be equivalent to TA/DA entitlements of Officers in Pay Level 13 (Pre-revised Grade Pay of ₹ 8,700) as mentioned in OM, dated 13-7-2017.

[ G.I., M.F., O.M. No. 19030/1/2017-E.IV, dated the 4th September, 2017. ]

**(1-B) Travel entitlements of Government employees for the purpose of LTC post - Seventh Central Pay Commission — Clarification.**— It is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV, dated 23-9-2008, 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 13-7-2017 (*For revised entitlements, refer GID (1) above*).

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 13-7-2017, **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 (200 kms - 100 kms each side for the to and fro journey - (*refer GID (11-A) below Rule 13*) 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.
- (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 OM will take effect from July 1, 2017.**

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/8/2017-Estt. A-IV, dated the 19th September, 2017. ]

**Further Clarifications.**— It is hereby clarified that in line with DoP&T's instructions, dated 19-9-2017, the Government employees in the bracket of pay Level 14 and above, shall be entitled for air travel in Business / Club Class for the purpose of LTC. However, other conditions like rate ceiling of LTC-80 fare and booking of tickets through authorized modes, shall continue to exist.

[G.I., Dept. of Per. & Trg., O.M. No. 31011/8/2017-Estt. A-IV, dated the 18th January, 2018.]

**(1-C) Travel entitlements of Government employees for the purpose of LTC post-Seventh Central Pay Commission - Clarification.**— It is directed to refer to this Department's OM of even number, dated 19-9-2017 on the subject noted above, which *inter alia* provides 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. No. 19030/1/2017-E.IV, dated 13-7-2017, 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.

2. It is observed that many Government employees in Level 6 to Level 8 of the Pay Matrix had inadvertently travelled by air on LTC during the intervening period from 13-7-2017 to 19-9-2017 (i.e. post issue of MoF's OM, dated 13-7-2017 and before the issue of DoP&T's OM, dated 19-9-2017) under the impression that they were entitled for air travel as per the revised TA rules. This Department is in receipt of references from the Government employees and various Ministries/Departments seeking relaxation in respect of such Government employees in view of the hardships faced by them in settlement of their LTC claims.

3. The matter has been examined in this Department in consultation with Department of Expenditure. In relaxation to this Department's OM of even number, dated 19-9-2017, it has been decided to allow the claims of the Government employees in Level 6 to Level 8 of the Pay Matrix, who had travelled by air as per the revised TA Rules while availing LTC during 13-7-2017 to 19-9-2017. This shall be subject to the fulfilment of other conditions of air travel on LTC such as booking of air tickets through the authorized modes, fare limit of LTC-80, etc.

[G.I., Dept. of Per. & Trg., O.M. No. 31011/8/2017-Estt. A-IV, dated 18th October, 2018.]

**(2) Use of own car / hired taxi on LTC journey on account of physical handicap.**— It is directed to refer to this Department's O.M. No. 31011/4/2008-Estt. (A), dated 23-9-2008, in which it was stipulated that LTC 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. Instances have come to notice where Government servants on account of physical handicap / disability of self or dependent family members are unable



to perform the LTC journey by the authorized modes of transport and are compelled to undertake the journey by own car or private taxi. Representations are being received to allow reimbursement in such cases. Matter has been examined in consultation with the Ministry of Finance, Department of Expenditure and it has been decided in relaxation of LTC Rules to authorize the Head of Department to allow use of own / hired taxi for LTC journey on account of disability of the Government servant or dependent family member after obtaining following papers / conditions to avoid misuse of such relaxation:—

- (i) Medical Certificate from competent authority.
- (ii) Undertaking from Government servant that journey in authorized mode is not feasible and he actually travelled by own car / hired taxi.
- (iii) such claim should not be more than journey performed by the entitled class by rail / air by the shortest route.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/3/2009-Estt. (A), dated the 28th October, 2009. ]

**(3) Admissibility of reimbursement of air fare for the journey from Calcutta to Agartala and back to avail of LTC to any place in India.—** It is directed to invite a reference to the correspondence resting with this Office Letter No. 1525-NGEI/63-78 Vol. II, dated 26-5-1979, with reference to your Letter No. Admn. II/LTC/814, dated 16-3-1979, whereunder it was clarified that general permission for air travel to non-entitled persons between Calcutta and Agartala on tour transfer allowed under the Ministry of Finance, O.M. No. F. 5 (74)-E. IV/59, dated 2-6-1959, read with SR 48-B can be extended to journeys between these places under the Leave Travel Concession Scheme as well. Thereafter, this question has been considered by the Government of India, Department of Personnel and Administrative Reforms and it has been decided by them that under Para. 27 in Section 9 of the Brochure on LTC, travel by air is permissible only where an alternative means of travel is either not available or is more expensive. Since there is a land route from Calcutta to Agartala, i.e., from Calcutta to Gauhati (993 km) from Gauhati to Dharama Nagar (452 km) and from Dharama Nagar to Agartala by road, the Leave Travel Concession claim for a journey performed by air should be regulated on the basis of actual air fare or the rail / bus fare of the entitled class, whichever is less. Accordingly, the reimbursement under the Leave Travel Concession Scheme to Government servants, entitled to Second Class travel by rail, may please be restricted to Second Class rail fare *plus* the bus fare which is less than the air fare between Calcutta and Agartala. However, as the First Class rail fare *plus* bus fare between these two stations by the above route is more than air fare, the Government servants entitled to travel by First Class by rail, performing journeys under the LTC by air between these places, would be reimbursed the actual expenses incurred, i.e., air fare.

[ C. & A.G., Circular Letter No. 1259-NGEI/63-78-II, dated the 28th April, 1980. ]

(4) **LTC by Tourism Development Corporation vehicles chartered by private parties not admissible.**— It is directed to forward herewith Letter No. A. 14/Rlg./99, dated the 17th March, 1986, along with its enclosure (*not printed*) from the District Manager, Telephones, Nagpur, on the above subject and to say that the facility of availing Leave Travel Concession by Government servants by travelling in private chartered buses has been withdrawn with effect from 11-7-1985, in terms of this Department's Office Memorandum No. 31011/ 2/84-Estt. (A), dated the 11th July, 1985. It is observed from the enclosed letter that private transporters in Nagpur are chartering the buses of the Maharashtra Tourism Development Corporation and are conducting LTC tours for the Government employees on long routes. The MTDC is also issuing certificates in such a manner as to be misused by the private operators, who issue misleading advertisements to give the impression that travel by their buses chartered from MTDC is permissible for purposes of LTC. The actual fact is that, travel by vehicles operated by private operators, irrespective of the fact whether such vehicles are owned by them or chartered by them from others does not qualify for purposes of LTC. It is only travel by buses directly operated on tours by State Tourism Development Corporations that qualifies for purposes of LTC and not travel by buses of State Tourism Development Corporations chartered out by them to private parties. In the circumstances, it is requested that a suitable directive may be issued to the Maharashtra Tourism Development Corporation to desist from issuing such certificates. This is necessary because notwithstanding the issue of such letters, LTC claims of the employees concerned are not admissible and the Corporation of the State Government may unwittingly get a bad name on this account.

[ O.M. No. 31011/9/86-Estt. (A), dated the 18th April, 1986. ]

### **When Journey performed by hired taxi**

## **GOVERNMENT OF INDIA**

### **MINISTRY OF HEALTH AND FAMILY WELFARE**

— Shri P. K. Mehrotra, Joint Secretary, performed the journeys with the members of his family from Delhi to Shillong (i.e., declared place of visit) for the Leave Travel Concession for the block year 1982-85 during the period from 5-10-1986 to 16-10-1986. He performed journeys between Delhi and Guwahati by train and by road between Guwahati and Shillong by hired taxi owned by private operators. Since Shillong is not connected by train, buses under Meghalaya State Transport Corporation / Meghalaya Tourism Development Corporation and Assam State Transport Corporation ply regularly for hire between Shillong and Guwahati and the Travelling Allowance of a Government servant performing journeys on this route is regulated according to his entitlement. Shri Mehrotra had to perform journey by hired taxi from Guwahati to Shillong on payment of ₹ 250 on 7-10-86 as the last bus of Meghalaya Tourism Development Corporation left before he reached Guwahati by train from Delhi. He performed return journey also on 13-10-1986 from Shillong to Guwahati by hired taxi on payment of ₹ 250.



Shri Mehrotra has claimed for reimbursement of the expenditure incurred on taxi fare for his journeys between Guwahati and Shillong restricted to the fare chargeable by Meghalaya Tourism Development Corporation (i.e., ₹ 25 per head one way).

In view of the circumstances mentioned above, provisions contained in Para. 3 of Department of Personnel and Training, O.M. No. 31011/2/84- Estt. (A), dated 11-7-1985, may please be relaxed and T.A. for the road portion between Shillong and Guwahati may be allowed, but the claim limited to the charges payable to the Meghalaya State Tourism Corporation buses.

An early reply is requested. The relaxation has been approved by J.S.(FA).

Sd/-

*Chief Controller of Accounts  
Ministry of Health & F.W.*

Dept. of Personnel & Training

Ministry of Health & F.W. U.O.No.G18019/41/86-Cash (H), dated 5-2-87.

### **Department of Personnel & Training, Estt. (A) Section**

*Reference:*— Preceding note of the Ministry of Health and Family Welfare.

As the facility of travel by Private Chartered Buses / Taxis has been withdrawn for purpose of LTC with effect from 11-7-1985 (date of effect postponed to 16-8-1985) in terms of this Department's O.M. No. 31011/2/84-Estt. (A), dated 11-7-1985 read with O.M. No. 31011/34/86-Estt. (A), dated 5-2-1987, no LTC claim will be admissible to Shri P.K. Mehrotra, Joint Secretary, for the journey performed by him and his family as on and after 16-8-1985 from Guwahati to Shillong and vice versa by private taxi. The maximum that can be done in favour of Shri Mehrotra is that, he can be allowed LTC claim for the journey performed by him and his family from Delhi to Guwahati and vice versa by train and that too by allowing him to change the declared place of his visit from Shillong to Guwahati under the exception clause mentioned in this Department's O.M. No. 31011/2/75- Estt. (A), dated 3-2-1979. It is regretted it is not possible to relax the provisions of this Department's above Office Memoranda, dated 11-7-1985 and 5-2-1987, for purpose of admitting his LTC claim for the aforesaid journey by private taxi.

Sd/- (A. JAYARAMAN)  
23-2-87

Ministry of Health and Family Welfare

Dept. of Per. & Trg., U.O. No. 413/87-Estt. (A), dated 24-2-87 [31011/39/86-Estt. (A)]

[ Dept. of Per. & Trg., U.O. No. 413/87-Estt. (A), dated the 24th February, 1987. ]



**(5) LTC not admissible for journey by chartered Rail coach.**— Will the Department of Personnel and Training please refer to their O.M. No. 31011/9/86-Estt. (A), dated 17-8-1987, on the subject mentioned above?

In Para. 2 of the above OM, it has been clarified that the journey by the chartered buses shall be admissible for LTC only in those cases where the tour is conducted by the ITDC/State Tourism Development Corporations either by their own buses or buses taken on hire from outside and it should be clearly certified that the tour was actually conducted / operated by them and not any private party / person.

In one of our field offices, a case has arisen where a private organizer hired a Railway coach for Railway-cum-Road Journey on payment of rail fare. 25% sleeper charges, 10% Railway surcharge, detention charges, etc., for the rail journey (a copy each of the AG's letter as well as of the special ticket issued by a private organizer is enclosed). It may please be clarified whether LTC is admissible for the rail portion of the journey.

Sd/-

(M.K. PATHAK)  
Administrative Officer (A-I)

Encl.: As above.

M.P.P.G. & P. (Dept. of Per. & Trg.), Estt. (A), New Delhi

C. & A. G's U.O. No. 52-Audit-I/15-83 (II), dated 7-2-1989.

### Department of Personnel and Training Establishment (A) Section

Reference: O/o C & AG's Note on pre-page.

Since all journeys by private vehicles, whether chartered or otherwise, have been made inadmissible for LTC except in those cases where the chartered tour is wholly operated and conducted by a Central or State Undertaking, the journeys on tours operated by private travelling agencies will not be admissible even if the mode of conveyance is train. As in the cases of privately chartered buses, there is possibility of fraudulent means being adopted by the private travelling agents in issuing receipts / certificates to the Government servants for the journeys which may not actually be performed by those Government servants.

Sd/-

(GURDIP SINGH)  
Desk Officer  
18-5-89

Sd/-  
DS (E)

Sd/-  
JS (E)

Sd/-  
DS (E)

Office of the Comptroller and Auditor-General (M. K. Pathak) Administrative Officer.

Department of Personnel and Training, U.O.No. 372/89-Estt. (A), dated 22-5-1989.

[ C. & A.G. No. 429-Audit I/18-83 (II), dated the 1st June, 1989. ]

**(6) Temporary dislocation of surface transport, not to be treated as "non-availability of alternative means" for LTC.** — Reference is invited to Rule 12 (3) of CCS (Leave Travel Concession) Rules, according to which travel by air is permissible where an alternative means is not available or is more expensive.

2. In our department, three officials while availing of LTC to Srinagar had to perform journeys from Jammu to Srinagar and from Srinagar to Jammu by air as the road connecting Srinagar with Jammu was blocked due to landslides during the period from 24-9-1988 to 10-10-1988. The officials had to perform journey by air owing to the circumstances beyond their control.

3. It may be considered whether such cases can be covered under the provisions of Rule 12 (3) as the alternative means of transport was only by air.

Sd/-

(M.K. PATHAK)

Administrative Officer (Audit-I)

M.P.P.G. & P. (Dept. of Per. & Trg.), New Delhi.

C. & A.G.'s U.O. No. 513-Audit-I/55-87, dated 8-6-1989.

### Department of Personnel and Training

#### Establishment (A) Section

Temporary dislocation of surface transport system cannot be taken as "non-availability of alternative means" for the purpose of allowing air-fare under Rule 12 (3) of CCS (LTC) Rules, 1988. The reimbursement in the cases referred to by Office of the Comptroller and Auditor-General of India will be restricted to entitled class of road journey.

(Sd.) GURDIP SINGH

Sd/-  
JS (E)

Sd/-  
DS (E)

Sd/-  
DO (CS)

Office of C. & A.G. of India, New Delhi.

Dept. of Per. & Trg. U.O. No. 1719/89-Estt. (A), dated 18-7-1989.

[ C. & A.G. No. 616-Audit I/55-87/III-89 (94), dated the 31st July, 1989 ]

**(7) Facility of LTC by air during winter only to the Government servants posted in Ladakh Region.** — It has been decided to grant LTC facility by air during winter season to all the Central Government employees serving in the Ladakh Region subject to the following conditions:—

- (i) The facility of air travel will be admissible only for the period from 15th November to 15th March.
- (ii) The facility of air travel will be limited to travel between Leh and Srinagar / Jammu / Chandigarh for the forward as well as the return journey. This facility would, however, be admissible between Leh and only one of these three places. The journeys between

Srinagar /Jammu / Chandigarh and the home town or any other place of visit, as the case may be, will be regulated by the normal entitlement of the Government servant concerned.

- (iii) The air travel facility will be allowed to the Government servant, his/her spouse and only two dependent children (up to 18 years for boys and 24 years for girls).

[ DoP&T O.M. No. 31011/15/87-Ests. (A), dated the 22nd April, 1988 and 31011/18/90-Estt. (A), dated the 19th March, 1991. ]

**(8) Restriction of LTC when performed by non-entitled modes.**— Some of the field offices have approached this office for a ruling on reimbursement of LTC when journeys have been undertaken by non-entitled modes, e.g., AC First Class or Air, etc., after issue of revised entitlement of journeys for LTC.

This issue was referred to Government of India and it has been clarified that LTC claim in such cases will be restricted to AC 2-tier Class in case of Central Government servants entitled to travel by that class or to the lower entitled class. Government of India have further clarified that LTC claim will be restricted to next lower class of accommodation in respect of rail routes where there is no AC 2-tier class available.

[ C. & A.G., Circular No. 112-Audit. I/55-87-III-90 (27), dated the 19th February, 1990. ]

**(9) Government servants entitled to travel by First Class by rail may travel by AC-III Tier.**— The Government servants, who are entitled to travel by First Class by rail, while on duty or on LTC, may, at their discretion, travel by AC-III Tier by trains including Rajdhani Express Trains.

[ M.F., O.M. No. F. 19023/1/94-E.IV, dated the 10th May, 1995. ]

**(10) Certain clarifications have been sought by various Ministries / Departments from time to time. The doubts raised by various authorities are clarified as under:—**

#### *Points raised*

#### *Clarifications*

- |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Can an employee be entitled to travel by air travel via a station connected by air services even if the Home Town / declared place of visit is not directly connected by air services? | An employee can travel by entitled to travel by air the national carriers (and not by private airlines) to airport nearest to the Home town or the declared place of visit in case where these are not directly connected by air services. The air journey in such cases shall however, be performed by the shortest direct route. |
| 2. Entitlement for journey by train has been modified through the                                                                                                                         | The entitlement of an officer is to be determined strictly in terms of the                                                                                                                                                                                                                                                         |
-



*Points raised**Clarifications*

Notification, dated 28-7-1998, which came into force with effect from 1-10-1998. How the entitlement will be determined for a journey performed prior to 1st October, 1998?

orders in force and applicable on the date of commencement of the outward journey.

3. If an employee commenced his outward journey before 1-10-1998 but returned after 1-10-1998, how his claim shall be regulated?

The claim shall be regulated strictly in terms of the orders in force on the date of commencement of the outward journey.

\*4. \* \* \*

5. LTC orders permit journeys by Rajdhani / Shatabdi Express Trains. Can the entitlement be determined on notional basis?

\*\*\*

*Refer GID (15) Point No. 1.*

6. LTC orders provide for journey by Rajdhani / Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home town / declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani / Shatabdi Trains?

This will be permissible, provided the employee concerned is entitled to travel by Rajdhani / Shatabdi Express on LTC.

7. If the Home town of an employee is connected by train but is not directly connected by Rajdhani / Shatabdi Express Trains. In such a case, can the employee be entitled to travel partly by Rajdhani / Shatabdi Express Trains and partly by other trains(s).

If the journey is actually performed by Rajdhani / Shatabdi Trains up to an *en route* Railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani / Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.

8. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is

Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani / Shatabdi Express by the shortest direct route, shall be permissible,

\* See Order, dated 21-7-1999

*Points raised*

travelling only by Rajdhani Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani Express trains by the shortest direct route or will only the ordinary train fare be admissible?

9. If an employee travels partly by Rajdhani / Shatabdi Express trains and partly by other train (s) or by any other mode of transport, such as ship, bus, etc., how is the LTC claim to be regulated?
10. Certain places are not directly connected by trains and one has to change train at nearest rail head. In such cases, can journey be undertaken up to nearest rail head which is connected by Rajdhani / Shatabdi Express?
11. If the originating and terminating points fall on the routes of Rajdhani / Shatabdi Express Trains but these trains do not halt at these stations, can an employee travel by Rajdhani / Shatabdi Express and claim reimbursement?
12. If two stations are connected by direct trains but the route traversed by such trains is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full?
13. Revised LTC orders permit travel by private vehicles i.e., Taxi, Autorickshaw, etc. It may be clarified whether the orders prohibiting LTC journeys by road in a

*Clarifications*

provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.

As already clarified at Sl. No. 7 above, in cases where travel on LTC is performed partly by Rajdhani / Shatabdi Express and partly by other trains / modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.

Clarification in respect of Sl. No. 9 may be seen in this connection.

The employee can travel by Rajdhani / Shatabdi Express up to the nearest *en route* station which should not be beyond the destination i.e., Home town or the declared place of visit.

Yes. Provided travel by the longer route on LTC has been specifically recognized and approved by the Government in terms of the separate orders issued in this regard from time to time.

Journeys on LTC by taxi, autorickshaw, etc., are permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transports operate

*Points raised*

private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the fare actually paid?

14. If journeys on LTC are performed by taxi or autorickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible?

15. Can claims in respect of local journeys performed by taxi, autorickshaw, etc., from the residence to the Railway Station, airport, etc. and vice versa be restricted to the applicable bus fare?

16. LTC Rules provide that when a journey is performed by taxi, autorickshaw, etc., the claim shall be restricted to the entitled bus fare. However, various State Roadways Corporations operate on the same route but have different fare structures. How will the claim be regulated in such a situation?

*Clarifications*

on a regular basis from point to point with the specific approval of the State Governments / Transport Authorities concerned and are authorized to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles, etc., shall, therefore, continue to be in force and applicable. No reimbursement shall be permissible in such cases.

Journeys by taxi, autorickshaw, etc., are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments / Transport Authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.

Incidental expenditure incurred on local journeys between the residence / place of stay and the airport / Railway station / bus terminal are not reimbursable.

When journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against Sl. No. 13, journeys on LTC by taxi, autorickshaw, etc., are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.



**(11) LTC to Central Government employees — Travel by State Tourism Development Corporation buses — Clarification regarding.**— The Staff Side has raised a demand in the National Council (JCM) that the tours conducted by the ITDC / State Tourism Development Corporations either in their own buses or buses hired or chartered by them may be made admissible for availing the facility of Leave Travel Concession. The matter has been reconsidered and it has been decided that tours conducted by ITDC / State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing LTC facilities, provided the ITDC / State Tourism Development Corporations certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the LTC.

[ DoP&T O.M. No. 31011/6/2002-Estt. (A), dated the 30th July, 2002. ]

**Travel by tour packages operated by IRCTC also qualify for LTC.**— Refer GIDs (24) and (25).

**(12) Guidelines for Air Travel within India.— \*\*\***

- (vii) Schemes offered by airlines which are co-branded with the credit cards can also be availed. However, this would need one-time prior approval of the concerned Financial Adviser / Competent Authority for obtaining and utilizing such credit card.

The cost of maintaining the credit card may be reimbursed to the officer with the approval of FA if the officer is using the credit card for providing larger savings to the Government.

[ G.I., M.F., O.M. F. No. 19024/1/E.IV/2005, dated the 1st August, 2006. ]

**(13) Clarification.**—It has now been decided that the reimbursement may also be given at the rates applicable for Rajdhani / Shatabdi Express trains, provided the Government servant is entitled to it and the headquarter of the Government servant / permissible place of commencement of journey and the home town / destination under All India LTC is directly connected by the above-mentioned trains and two stations between which the air travel has been performed are connected by Rajdhani / Shatabdi trains. In case the fare paid for the air ticket on LTC is less than the fare being charged for Rajdhani / Shatabdi type trains, the reimbursement would be limited to the actual expenditure. All pending cases may be settled accordingly in terms of this order. However, past cases already settled will not be re-opened.

3. The above orders will be applicable with effect from the date of issue of this Office Memorandum.

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.

5. This issues in consultation with Ministry of Finance (Department of Expediture) vide their I.D. No. 84/E-IV/2007, dated the 9th May, 2007.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2006-Estt. (A), dated the 21st May, 2007. ]

**(14) Further Clarifications.**— Certain clarifications have been sought by Government servants / various Ministries / Departments from time to time. The doubts raised by various authorities are clarified as under:—

**Point 1.**— As per DoP&T O.M. No. 31011/2/2006-Estt. (A), dated the 24th April, 2006, journey by private airlines is permissible to non-entitled officers for LTC subject to condition that reimbursement of fare would be restricted to the entitled class by rail. Whether train fare up to Rajdhani / Shatabdi Express is reimbursable?

*Clarification.*— Yes. As per DoP&T O.M. No. 31011/2/2007-Estt. (A), dated the 21st May, 2007 reimbursement at the rates applicable for Rajdhani / Shatabdi Express trains is permissible, provided the Government servant is entitled to travel by such trains in such class and the places visited or the portion travelled by air is directly connected by Rajdhani / Shatabdi. Thus the DoP&T O.M. No. 31011/8/1998-Estt. (A), dated 31-3-1999 stands modified to this extent in respect of Item 5 therein.

**Point 2.**— If the Home Town / place of visit under All-India LTC of an employee is connected by Train / Road but is not directly connected by Air / Rajdhani / Shatabdi Express Trains. In such a case, can the employee be entitled to reimbursement of fare by Rajdhani / Shatabdi Express Trains and partly by rail / road?

*Clarification.*— All the other clarifications regarding reimbursement of fare by Rajdhani / Shatabdi trains contained in this Department's O.M. No. 31011/8/1998-Estt. (A), dated 31-3-1999 will continue to apply while regulating the admissible fare in the case of such air journeys on LTC.

**Point 3.**— If a Government employee / his family member is entitled to concessional train fare such as Senior Citizen, student concession, children, etc., whether in case of air travel, the reimbursement would be restricted to such concessional fare by train in entitled class.

*Clarification.*— If full air fare has been charged by the airlines and paid by the Government servant, the reimbursement would be restricted to the full train fare in entitled class including Rajdhani / Shatabdi.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2006-Estt. (A), dated the 3rd December, 2007. ]

**(15) Admissibility of air fare for children below the age of 5 years of the Government servants non-entitled to travel by air on LTC - Clarification.**— It is directed to invite reference to Department of Personnel and Training's O.M. No. 31011/2/2006-Estt.A, dated 24-4-2006, 21-5-2007 and 3-12-2007 which stipulates that a non-entitled Government servant is allowed



to travel by air while availing LTC, provided that the reimbursement made in such cases is restricted to the train fare of entitled class. In this regard, it may be noted that while no fare is charged by Railways for a child below the age of 5 years travelling by train, airlines charge full air fare for child of 2 years of age and above.

2. This Department is in receipt of references from various Ministries/ Departments seeking clarification on reimbursement of LTC claim in a situation where a child of a non-entitled Government servant, aged less than 5 years, travels by air on LTC and entitled train fare is claimed by that Government employee in respect of his/her child.

3. The matter has been examined and it is clarified that since children below the age of 5 years are not charged for rail journeys, no reimbursement shall be made in respect of the air journey performed by children, aged less than 5 years, of the Government servants who are not entitled to travel by air on LTC. It may be noted that this provision shall not be applicable for the segments where the air journey has been allowed to the non-entitled Government servants and their families under the special dispensation scheme, existent from time to time.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2016-Estt. A-IV, dated the 16th May, 2018. ]

**(16) Economy Measures and Rationalization Expenditure — Guidelines related to LTC — Clarification.** — It is directed to refer to OM of even number, dated 10-11-2008 regarding expenditure management and guidelines for LTC. In view of the references received in regard to the difficulties in determination of 'cheapest' economy fare, it is clarified that officers and / or their families may choose to travel on LTC by any airline, provided that the fare does not exceed the fares offered by NACIL (Air India) under their LTC 80 scheme effective from 1-12-2008 for sectors covered under the scheme, details of which are available on the website <http://www.indianairlines.in/scripts/leavetravelconcession.aspx>. For sectors not covered by the LTC 80 Scheme of NACIL, officers should ensure that cheapest economy tickets are purchased by either booking through internet / airlines directly / authorized travel agents.

2. It may also be certified by each officer while submitting his / her LTC claim that no other benefit, other than air travel, has been availed of as a part of any package offered by any airline.

[ G.I., M.F., O.M. No. F. No. 7 (1)/E.Co-ord.-2008, dated the 4th December, 2008. ]

**(17) Clarification regarding reimbursement of LTC-80 fare.** — It is directed to refer to this Department's O.M. No. 7 (1)/E. Co-ord./2008, dated 4-12-2008, wherein Air India's LTC 80 scheme was introduced from 1st December, 2008, for LTC travellers entitled to travel by Air. A number of references from different Government Departments / offices have been received in this Ministry seeking clarification whether the prevailing fare on the date of booking of LTC 80 tickets is to be reimbursed or claim is to be restricted to Air India's LTC 80 fare as on 1st December, 2008.



2. The matter has been considered in this Ministry and it is clarified that the fare paid on the date of booking of ticket under LTC 80 Scheme of Air India may be reimbursed.

[ G.I., M.F., O.M. No. F. No. 19046/1/2008-E.IV, dated the 15th July, 2010. ]

**(18) Further clarification.**— It is directed to refer to this Department's O.M. No. 7(1)/E.Co-ord/2008, dated 4-12-2008, regarding restriction of the Air Travel on the LTC to Air India's LTC-80 fares with effect from 1st December, 2008.

2. References are being received in this Department seeking clarification for admissibility of LTC claims of Government officials in cases where the air fare paid for travel by Air India happens to be less than LTC-80 class of Air India. It is clarified that reimbursement of air fare lower than the LTC-80 air fare of Air India will also be admissible for journeys performed by Air India under LTC as the intention is to ensure that the LTC claim should not in any case, exceed LTC-80 fare of Air India.

3. It is further clarified that other instructions issued by this Department on air travel from time to time continue to remain in force.

[ G.I., M.F., O.M. No. F. No. 19024/1/2009-E.IV, dated the 4th March, 2011. ]

**(19) Air Travel by Air India only.**— In partial modification of this Ministry's O.M. No. F. No. 7 (2)/E. Co-ord./2005, dated the 23rd November, 2005 and in supersession of this Ministry's O.M. No. 19024/1/E.IV/2005, dated 24-3-2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by **Air India**.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub / point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries / Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

[ G.I., M.F., O.M. F. No. 19024/1/2009-E.IV, dated the 13th July, 2009. ]

**(20)** The matter whether these orders will apply in cases of LTC has been considered in consultation with Ministry of Finance, Department of

Expenditure and it is confirmed that these orders / conditions will apply in cases of LTC also.

2. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their ID No. 39/DS (EG)/2009, dated 20-7-2009.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2006-Estt. (A), dated the 27th July, 2009. ]

*Clarification.*— \*\*\*

2. It is clarified that restriction of travel by Air India only need not apply to non-entitled officers who travel by air and claim LTC reimbursement by entitled class of rail.

3. The above orders will be applicable with effect from the date of issue of this Office Memorandum. Past cases already settled will not be re-opened.

4. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their I.D. No. 19024/1/2009-E.IV, dated 9-3-2010.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2006-Estt. (A), dated the 11th March, 2010. ]

**(21) Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases.**— Reference is invited to Department of Expenditure's O.M. of even number, dated the 13th July, 2009 (*GID 19 above*) which provides that in all cases of air travel, both domestic and International, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, **the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.**

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisers of the Ministries / Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisers of the concerned Ministry / Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the Administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, guidelines and pro forma for seeking relaxation for travel by airlines other than Air India, are enclosed at **Annexure-A and B.**

#### **Annexure - 'A'**

#### **GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

1. Request for seeking relaxation is required to be submitted in the Pro forma (Annexure-B).

2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General / blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. As per Ministry of Finance, Department of Expenditure O.M. No. 19024/1/2009-E.IV, dated the 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India up to the nearest hub. Relaxation will be granted for the remaining segment.
6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non-availability of AI flight / seats on a particular day / time would not be considered as a valid ground for seeking relaxation.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India up to the place up to which Air India is available and seek relaxation for the remaining sector. On International routes where Air India has code-share partner, the same must be utilized.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code-share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

#### Annexure - 'B'

#### PRO FORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Sl. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the Organization / Division	



Sl. No.	Item of Information	Remarks
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / LTC	
6.	In case of official visit, copy of approved tour programme. Whether entitled for Air travel as per rules	
7.	If not, copy of approval of Competent Authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign / Domestic):	
9.	Attach print-out of communication with official website of Air India and Government authorized travel agents, viz. Ashok Travels and Tours, Balmer Lawrie and Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India.	
11.	Undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he / she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.	

.....  
*(Signature of the individual travelling)\**

.....  
*(Signature of the Head of Office)*

#### RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

.....  
*\*(Signature of Joint Secretary)*

**\*NOTE.**— In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division / Ministry is required. In such cases, self-certification by the travelling officer (JS and above) will be sufficient for submitting their proposal for grant of the said permission.

[ G.I., M.F., O.M. No. 19024/1/2009-E.IV, dated the 7th June, 2016. ]

**(22) Delegation of powers to Financial Advisers of Administrative Ministry / Department to accord exemption for air travel in airlines other than Air India in individual cases of Autonomous Bodies.**— Reference is

invited to Para. '2' of Department of Expenditure's O.M. of even number, dated 7-6-2016, (*GID* (21) *above*) which provides that powers, which were vested with Ministry of Civil Aviation to accord exemption for Air travel, both domestic and international, by Airlines other than Air India because of operational or other reasons or on account of non-availability, have been delegated to the Financial Advisers (FA) of the administrative Ministries / Departments and that in respect of the individual cases of Autonomous Bodies, the FAs of the concerned Ministry / Department will accord exemption for Air travel by Airlines other than Air India.

2. Several references are being received in this Department seeking further delegation of powers to FAs of Autonomous Bodies / Statutory Organizations, to accord approval to travel in any Airlines other than Air India, in individual cases covering that Autonomous Body / Statutory Organization.

3. It is hereby clarified that the powers to accord exemption for air travel by airlines other than Air India, including individual cases of Autonomous Bodies, are vested only in the Financial Advisers of the Ministries / Departments, exercising administrative control over the Autonomous Body / Statutory Organization and that these powers cannot be further delegated to FAs of the Autonomous Body / Statutory Organization under the administrative control of the Ministry / Department concerned.

[ G.I., M.F., O.M. No. 19024/1/2009-E.IV, dated the 26th July, 2016. ]

**(23) Guidelines on Air Travel on LTC.**— This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:—

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters / Website of Airlines) or by utilizing the services 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 DoP&T O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009).

[ G.I., M.F., O.M. No. 19024/1/2009-E. IV, dated the 16th September, 2010. ]

**(24) Travel by tour packages operated by IRCTC admissible.**— Under the existing instructions contained in this Department's O.M. No. 31011/6/2002-Estt. (A), dated the 30th July, 2002, Leave Travel Concession is qualify for the purpose of availing if the tour is conducted by ITDC/STDC either in their own buses or buses hired or chartered by them from outside, provided the

ITDC / STDCs certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the LTC. The Indian Railway Catering and Tourism Corporation Ltd. (IRCTC), a Government of India enterprise under Ministry of Railways is also offering packages to LTC facility availers across India. It has been decided that the tours conducted by IRCTC will also qualify for the purpose of availing LTC on the lines of ITDC / STDCs subject to the following conditions:—

- (1) A certificate will be issued by the IRCTC Ltd., that the journey has actually been performed by the Government servant and his family members for which he is claiming the Leave Travel Concession.
- (2) IRCTC Ltd., will indicate separately the rail fare and bus fare component.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/6/2002-Estt. (A), dated the 26th March, 2008 ]

**(25) Travel by tour packages operated by IRCTC involving air travel.**— As the IRCTC is also offering tour packages involving air travel in the sectors like Delhi - Leh, Delhi - Srinagar, Jaipur - Goa, Chennai / Calcutta - Port Blair, etc., the question of allowing LTC packages of IRCTC, including the component of air travel has been examined in consultation with the Ministry of Finance.

2. It has now been decided to allow the reimbursement of air fare along with rail and road fare in the case of LTC journey of Government servants in tours offered by IRCTC for reimbursement under LTC, provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Government of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits, etc.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/6/2002-Estt. (A), dated the 2nd December, 2009. ]

**(26) Levy of Agency Commission etc., by M/s. Balmer Lawrie and Company Limited on air tickets booked on Government account.**— It is directed to say that this Department has been receiving references seeking clarification whether agency commission / service charge / processing fee, etc., levied by M/s. Balmer Lawrie and Company Limited (BLCL) on air tickets booked on Government account from April, 2013 onwards are to be paid to BLCL or not. Since the matter is still under consideration, all Ministries / Departments / Government Offices are hereby advised **not to pay the commission, etc.,** charged by BLCL in their Bills, raised for air tickets booked on Government account, **till a final decision is taken in the matter.**

2. Guidelines on air travel on Tours / Transfers / LTC, etc., have been issued by the Department of Expenditure, Ministry of Finance from time to time. Latest such instructions were issued *vide* this Department's O.M. No. 19024/1/2009-E.IV, dated 16-9-2010. One of the important conditions



prescribed in these guidelines relate to availing the services of authorized travel agents. These guidelines *inter alia* prescribe that Air tickets on Government account are to be obtained either directly from Air India / Airlines (booking counters / offices / website) or if services of any travel agent is to be availed of, then air tickets may be procured only from M/s. Balmer Lawrie and Company Limited (BLCL), M/s. Ashok Travels and Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) [ to the extent IRCTC is authorized as per DoP&T's, O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009 ]. However, repeated references are being received in this Department seeking relaxation of these guidelines for settlement of Bills of TA/LTC claims, mostly on the grounds that the officials concerned were unaware of these guidelines and hence they procured air tickets from unauthorized travel agents. All Ministries / Departments are again advised to ensure **strict compliance of the guidelines on booking of air tickets on Government account**, by all concerned, and if need be, re-circulate these guidelines within all the offices under its administrative control.

[ G.I., M.F., O.M. No. 19024/1/2012-E.IV, dated the 28th May, 2013. ]

**(27) IRCTC included as an authorized agent.**—Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time to time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials / offices can book the air tickets directly from Airlines (at Booking Counters / Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s. Balmer Lawrie and Company Limited (BLCL) and M/s. Ashok Travels and Tours (ATT) [ Department of Expenditure, O.M. No. 19024/1/2009-E. IV, dated 16-9-2010 refers ]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering and Tourism Corporation (IRCTC) [ Department of Personnel and Training, O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009 refers ].

**2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account.**—Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to BLCL and ATT, the services of IRCTC can also be availed of.

**3. All Ministries / Departments of the Government of India, etc., may accordingly bring these instructions to the notice of all concerned for strict compliance.**

[ G.I., M.F., O.M. No. 19024/1/2012-E. IV, dated the 9th July, 2013. ]

**(28) Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.**—It is directed to refer to the instructions issued from time to time on the above-noted subject and say that the Government employees are required to book their air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the

service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie and Company', 'M/s. Ashok Travels and Tours' and IRCTC (to the extent 'IRCTC' is authorized as per DoP&T, O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009) while undertaking LTC journey(s).

2. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result, various Ministries / Departments continue to make references to DoP&T seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz M/s. Ashok Travels, M/s. Balmer Lawrie and Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.

3. All the Ministries / Departments of Government of India are advised to ensure that their employees are made aware of the above-mentioned guidelines to avoid breach of any of the LTC rules.

4. This issues with the approval of Joint Secretary (E).

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/4/2014-Estt. (A.IV), dated the 19th June, 2014. ]

**(29) 'Facilitation Fee' levied by authorized travel agents on air tickets booked on Government account — Withdrawal.**— Attention is invited to this Department's O.M. of even number, dated the 10th October, 2013, wherein the authorized travel agents namely, M/s. Balmer Lawrie & Company Limited (BLCL), M/s. Ashok Travels and Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), were allowed to levy '**Facilitation Fee**' @ ₹ 100 per ticket for domestic sector and ₹ 300 per ticket for international sector for air travel, wherein Government of India bears the cost of air passage.

2. The issue has been re-examined in consultation with the Ministry of Civil Aviation and Department of Legal Affairs, in the light of provisions of the Aircrafts Rules, 1937, as amended from time to time, and it has been decided to **withdraw** this Department's O.M. of even number, dated the 10th October, 2013 **with immediate effect**. Consequently, no fee / service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air India / Airlines, are required to be paid to the authorized travel agents.

3. Payment to the authorized travel agents for the Bills raised by them for air tickets procured / purchased till date, in respect of air travel already undertaken or due to be undertaken, would be regulated as per O.M. of even number, dated 10-10-2013. It is reiterated that, as far as possible, air tickets on Government account may be obtained directly from Air India / Airlines (booking counters /offices / website) and if obtaining tickets directly from



Air India / Airlines is not possible, should the services of authorized travel agents be availed of.

4. All Ministries / Departments are advised to bring these instructions to the notice of all concerned for compliance.

[ G.I., M.F., O.M. No. 19024/1/2012-E-IV, dated the 5th September, 2014. ]

**(30) Procedure for booking of air-tickets on LTC — Clarification.—**

It is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt. (A-IV), dated the 19th June, 2014, as per which the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC (to the extent IRCTC is authorized as per DoP&T, O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s. Balmer Lawrie and Company Ltd., M/s. Ashok Travels and Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV, dated the 5th September, 2014, which are as under:—

- (i) No fee / service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India / airlines, are required to be paid to the aforementioned authorized travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India / Airlines (booking counters /offices / websites) and if obtaining tickets directly from Air India /Airlines is not possible, should the services of authorized travel agents be availed of.

3. All Ministries / Departments are advised to bring these guidelines to the notice of all their employees.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/5/2014-Estt. (A-IV), dated the 24th September, 2014. ]

**(31) Procedure for booking of air tickets on LTC — Clarification.—**

It is directed to refer to this Department's O.M. No. 31011/4/2014-Estt. (A-IV), dated the 19th June, 2014 (*Sl. No. 28 above*) which lays down that the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoP&T, O.M. No. 31011/6/2002-Estt.(A), dated 2-12-2009) while undertaking LTC journey(s). *Vide* DoP&T's



O.M. No. 31011/5/2014-Estt.(A-IV), dated 24-9-2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air-tickets on LTC subject to the conditions stated *vide* Department of Expenditure's O.M. No. 19024/1/2012-E-IV, dated the 5th September, 2014.

2. It has been observed that various Ministries / Departments continue to send references to DoP&T seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorized by the aforesaid OM. In most of the cases, the common reason stated by the LTC beneficiaries is that, they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries / Departments are advised to ensure a wide circulation of the guidelines as stated in Para. 1 of this O.M. 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.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/5/2014-Estt.(A-IV), dated the 23rd September, 2015. ]

**(32) Clarification regarding admissibility of flexi-fare in Shatabdi / Rajdhani / Duronto trains while availing LTC.**— As per Railway Board's Circular No. 46 of 2016, dated 7-9-2016, Ministry of Railways have introduced a flexi-fare system in Rajdhani / Shatabdi / Duronto trains, where the base fares will increase by 10% with every 10% of berths sold subject to a prescribed ceiling limit. In this regard, this Department is in receipt of references from various segments seeking clarification on the issue of admissibility of flexi-fare while booking the tickets of these trains for the purpose of LTC.

2. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it has been decided that 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. Such Government servants will get reimbursement of fare after deducting the dynamic fare component.

3. The above decision shall be applicable retrospectively with effect from 9th September, 2016, i.e. the date from which flexi-fare system was introduced by Railways.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2016-Estt. (A-IV), dated the 17th April, 2017. ]

**(33) Procedure for booking of air-tickets on LTC — Clarification.**— It is directed to refer to this Department's O.M. of even number, dated 23-9-2015 (*Refer GIO 30-A above*) on the subject noted above 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 and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC' [ to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Est.(A), dated 2-12-2009 ] while undertaking LTC journey(s).

2. In this regard, references are received in this Department seeking clarification whether the aforesaid condition of booking the tickets through authorized travel agents needs to be followed in cases where a non-entitled Government servant travels by air on LTC and claims the entitled train fare.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is hereby clarified that in case of non-entitled Government servants travelling by air on LTC and claiming entitled rail fare, the condition of booking the air-tickets through authorized travel agents viz 'M/s. Balmer Lawrie and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC' may not be insisted upon. In rest of the cases, the condition of booking the tickets through authorized modes shall continue to follow.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/5/2014-Estt. (A. IV), dated the 21st August, 2017. ]

**(34) Procedure for booking of air tickets on LTC — Compliance of instructions.**— It is directed to refer to this Department's O.M. No. 31011/5/2014-Estt.A-IV, dated 24-9-2014, 23-9-2015 and 21-8-2017 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 DoP&T's O.M. No. 31011/6/2002-Estt.(A), dated 2-12-2009 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 bona fide 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 Pro forma enclosed along with supporting documents.

**Pro forma for sending the request for seeking relaxation for booking of air tickets for the purpose of LTC from private travel agents**

The Administrative Ministry / Department needs to examine each case on the following parameters and where the Ministry / Department is satisfied that a bona fide mistake has occurred and undue hardship is being caused in any particular case, it may be sent to this Department in the following Pro forma along with supporting documents:-

Sl. No.	Criteria	Response
1.	Whether booking of air tickets on LTC has been done according to the prescribed procedure. If no, reasons thereof.	
2.	Whether the employee has travelled by Air India flight or any other airlines as authorized by the Government for the purpose of LTC from time to time?	
3.	If answer to Sl. No. 1 above is 'No', then such cases shall not be considered for relaxation.	
4.	Whether the tickets were purchased at LTC-80 fare or less?	
5.	It may be confirmed / verified from the concerned airlines whether the tickets were booked at the same price on the date of booking as indicated on the ticket?	
6.	Whether the Government servant has availed of any tour package or other facility from the travel agent except the tickets?	
7.	The tickets may be checked for any additional, hidden or superfluous charges. If yes, the same shall not be admissible.	
8.	Government servant shall submit a self certification to his office/Administration that he has not availed of any tour package or any other facility from the travel agent except the tickets.	

\*N.B. — If it is found that any fraudulent attempt has been made by the Government servant to inflate the LTC claim, it shall make him/her liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

[G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2018-Estt. (A.IV), dated the 10th December, 2018.]



**(35) Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.-** It is directed to refer to this Department's O.M. No. 31011/4/2014-Estt. (A-IV), dated 19-6-2014 and subsequent OM 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 and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoP&T O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009 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 and 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 and Company', 'M/s. Ashok Travels and Tours' and 'IRCTC', due to lack of awareness of rules. Such relaxation shall be granted with the concurrence of Financial Adviser of the concerned Ministry / Department. Fulfilment 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 bona fide mistake has occurred and no undue benefit has accrued to / obtained by the Government servant.

4. Further, in this regard, it is reiterated that the extant instructions regarding booking of air tickets on LTC journey through authorized 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 bona fide mistake has occurred and undue hardship is being caused to the Government servant, shall be considered by this Department.

[ G.I., Dept. of Per. & Trg., O.M. No. 43020/2/2016-Estt. (A-IV), dated the 19th February, 2020. ]

### (B) Special Relaxation to visit NER

(1) **Relaxation for travel by air to visit North-Eastern Region.**— In relaxation of CCS (LTC) Rules, 1988, the Government have decided to permit Government servants to travel by air to North-Eastern Region on LTC as follows:—

- (i) Group 'A' and Group 'B' Central Government employees will be entitled to travel by Air from their place of posting or nearest airport to a city in the N.E-R or nearest airport.
- (ii) Other categories of employees will be entitled to travel by air to a city in the NER from Guwahati or Kolkata.
- (iii) All Central Government employees will be allowed conversion of one block of Home Town LTC into LTC for destinations in NER.

2. These orders shall be in operation for a period of two years from the date of issue of this OM [ *Extended* — vide *GID (4) under (C)* ].

3. Data regarding number of Government employees availing LTC to NER may be maintained.

[ G.I., Dept. of Per. & Trg., O.M. F. No. 31011/4/2007-Estt. (A), dated the 2nd May, 2008. ]

(2) **Clarifications.**— After issue of DoP&T, O.M. No. 31011/4/2007-Estt. (A), dated the 2nd May, 2008, allowing Government servants to travel by air to North-Eastern Region on LTC, clarifications on certain points have been sought by Government servants / various Ministries / Departments. The doubts raised by various authorities are clarified as under:—

**Point 1.**— Whether Sikkim is included in NER?

**Clarification:** Yes. NER includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

**Point 2.**— Whether Government employees can travel by Helicopter?

**Clarification:** No. On LTC, Government employees can travel only in economy (Y) class in a passenger plane of airlines.

**Point 3.**— Whether a Government servant can travel by private airlines?

**Clarification.**— Yes. DoP&T vide O.M. No. 31011/2/2006-Estt. (A), dated 24-4-2006 has allowed LTC journey by private airlines subject to the conditions laid down in the Department of Expenditure O.M. No. 19024/1/E.IV/2005, dated the 24th March, 2006 regarding air travel by Government servants within India during official visits. However, in the case of visit to NER in terms of O.M., dated 2-5-2008, full fare will be admissible to the categories of employees indicated therein.



**Point 4.**— Whether a Government servant visiting Sikkim can travel by air up to Bagdogra which is not situated in NER?

*Clarification.*—Yes. A Government employee is entitled to travel by air from their place of posting (or nearest airport) to a city in the NER (or nearest airport).

**Point 5.**— Whether a Government employee who has already availed All India LTC is entitled for LTC to visit NER in terms of O.M., dated 2-5-2008?

*Clarification.*— A Government employee can avail LTC to visit NER by conversion of one block of home town LTC, if the same is available. However, the Government employees whose headquarters and home town being same are not entitled for home town LTC and the question of conversion of home town LTC into LTC for NER in such cases does not arise.

**Point 6.**— Whether air fare of children whose full fare is charged by the airlines is reimbursed?

*Clarification.*— If full air fare has been charged by the airlines and paid by the Government servant, the same will be reimbursed.

**Point 7.**— Whether Non-Gazetted Group 'B' officers are entitled to travel by air to NER?

*Clarification.*— Yes. Group 'A' / Group 'B' Central Government employees (Gazetted and Non-Gazetted) will be entitled to travel by Air from their place of posting (or nearest airport) to a city in the NER (or nearest airport).

**Point 8.**— Whether Government employee who has already availed one home town LTC in the current block can avail LTC to visit NER?

*Clarification.*— Yes. He can avail it against All India LTC.

**Point 9.**— Indian Airlines, etc., are offering Package Tours. Whether total package is reimbursable?

*Clarification.*— In LTC, fare at the normal rate for the entitled class between headquarters and place of visit by shortest route or cost actually paid, whichever is less is reimbursable.

[ G.I., Dept. of Per. & Trg., O.M. F. No. 31011/4/2007-Estt. (A), dated the 14th May, 2008. ]

**(3) Admissibility of SPORTS (Society for Promotion of Nature Tourism and Sports) tour package to Lakshadweep Islands on ships operated by Lakshadweep Administration on LTC.**— It is directed to say that this Department is in receipt of references seeking clarification regarding the admissibility of journey performed by ships booked through SPORTS (Society for Promotion of Nature Tourism and Sports), Lakshadweep, for the purpose of journeys performed on LTC.

2. The matter has been considered in this Department in consultation with Department of Expenditure and UT of Lakshadweep. It has been decided that the tour packages conducted by SPORTS to Lakshadweep Islands on the ships



owned and operated by Lakshadweep Administration shall be allowed for the purpose of LTC journey subject to the following conditions:-

- (i) SPORTS is offering various tour packages to the tourists, fare of which is charged as per the transportation and accommodation chosen for the destination. Only transportation charges shall be reimbursable for the respective tour package.
- (ii) SPORTS shall issue a certificate for transportation charges to the Government servants indicating the fare components separately 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.
- (iii) Fare reimbursement for the journey performed by boat/ship shall be exercised in accordance with TA entitlement of the Government servant for journey by sea or river steamer.

3. These instructions shall take effect from the date of issue of this OM. The LTC claims already settled will not be re-opened.

4. In their application to the staff serving in the Indian Audit and Accounts Department, this order issues with the approval of Comptroller and Auditor-General of India.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/10/2017-Estt. A-IV, dated the 11th October, 2018. ]

**(4) Relaxation for LTC travel to NER extended for two years from 26-9-2020.— Refer GID (4) under (C).**

### **(C) Special Relaxation to visit J&K**

**(1) Relaxation for travel by air to visit J&K.—** It is directed to say that in relaxation of CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government employees to travel by air to J&K as per the following scheme:—

- (i) All Officers / Employees of Government of India will be allowed to avail LTC to visit J&K against conversion of one block of their Home Town LTC.
- (ii) Officers / Employees of Government of India entitled to travel by air can avail this LTC in their entitled class.
- (iii) All other employees of Government of India can travel by air in economy class from Delhi and Amritsar to any place in J&K by any airlines subject to their entitlement being limited to LTC-80 fares of Air India. Journey from their place of posting up to Delhi / Amritsar will have to be undertaken as per their entitlement.
- (iv) Restriction of air travel only by Air India on LTC to other places shall continue to remain in force.

(v) This scheme shall be effective from the date of issuance.

2. These orders shall be in operation for a period of two years from the date of issue of this OM.

3. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor-General of India.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2003-Estt. (A-IV), dated the 18th June, 2010. ]

(2) *Clarification.*— Reference is invited to the O.M. of even number, dated 18-6-2010 and to state that the Ministry of Finance (Department of Expenditure) have clarified that the term "Entitled Class" mentioned in Para. 1 (ii) of the above-quoted O.M. refers to "Economy Class" only. All LTC claims for travel by air may accordingly be restricted to LTC-80 Economy class airfare of Air India from the date of issue of this Office Memorandum.

2. Past cases already settled will not be re-opened.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/2/2003-Estt. (A), dated the 25th August, 2011. ]

(3) **Relaxation to travel by private airlines to visit J&K.**— It is directed to refer to this Ministry's O.M. No. 31011/3/ 2014-Estt. (A-IV), dated the 26th September, 2014. It has been decided that the Government servants while availing Leave Travel Concession (LTC) to Jammu and Kashmir (J&K) under the special dispensation scheme allowed by the aforesaid OM may also travel by private airlines subject to the following conditions:-

(i) Officers entitled to travel by air may also travel by private airlines from their headquarters;

(ii) Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi / Amritsar and any place in J&K.

2. Air travel by private airlines is to be performed in Economy Class only and at LTC-80 fare of Air India or less.

3. 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 and Tours' and 'IRCTC' [ to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009 ] while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

4. All other conditions prescribed in this Ministry's O.M. No. 31011/3/2014-Estt. (A-IV), dated 26-9-2014 would continue to apply.

5. The order will remain in force for a period of one year from the date of issue of this order.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/7/2014-Estt. (A-IV), dated the 28th November, 2014. ]

**(3-A) Relaxation to travel by private airlines to visit Jammu and Kashmir - Extension.**— It is directed to refer to this Ministry's O.M. of even number, dated 1-6-2016 on the above-noted subject and to say that travel by private airlines has been extended only in case of LTC journey(s) to visit Jammu and Kashmir region. This scheme is valid till 25-9-2016. Terms and conditions with regard to the LTC travel shall be the same as notified in this Department's O.M., dated 28-11-2014.

2. Conditions related to air travel for LTC journey to North-East Region and Andaman and Nicobar Islands shall be the same as prescribed in DoP&T's O.M. No. 31011/3/2014-Estt.(A.IV), dated 26-9-2014.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/7/2014-Estt.(A.IV), dated the 15th June, 2016. ]

**(4) Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit North-East Region, Union Territory of Jammu and Kashmir, Union Territory of Ladakh and Andaman and Nicobar Islands - Extension beyond 25-9-2020.**— It is directed to refer to this Department's O.M. No. 31011/3/2018-Estt. (A-IV), dated 20-9-2018 (*not printed*), regarding relaxation to travel by air to visit North-East Region, Jammu and Kashmir and Andaman and Nicobar 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), Union Territory of Jammu and Kashmir (J&K), Union Territory of Ladakh and Union Territory of Andaman and Nicobar Islands (A&N) is extended for a further period of two years, with effect from 26th September, 2020 till 25th September, 2022 as under :

- (i) LTC for visiting NER, J&K, Ladakh 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, Ladakh and A&N.
  - (ii) Permission to undertake journey to J&K, Ladakh, NER and A&N by private airlines.
2. The above special dispensation is subject to the following terms and conditions :-
- (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K/Ladakh 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 to visit NER / A&N / J&K / Ladakh. They are also allowed one additional conversion of Home Town LTC to visit UT of J&K/UT of Ladakh in a block of four years.



- (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 / Ladakh.

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

- (vi) Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in Paras. (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) As regards the settlement of LTC cases where a non-entitled Government employee travels directly by air from his Headquarters to the destination in NER/J&K/Ladakh/A&N, the clarification issued vide DoP&T's O.M. No. 31011/3/2018-Estt. (A-IV), dated 20-6-2019 may also be referred to.
- (viii) 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 DoP&T's O.M. No. 31011/6/2002- Estt.(A), dated 2-12-2009 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 their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148 (5) of the Constitution and after consultation with the Comptroller and Auditor-General of India.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2018-Estt. (A-IV), dated the 8th October, 2020. ]

**(5) Clarification.— \*\*\***

2. Several references / RTI applications are received in this Department seeking clarification regarding settlement of LTC claims, where a non-entitled Government employee directly travels by air from his Headquarters to the destination in North-East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N) as opposed to their entitlement.

3. The matter has been examined in this Department in consultation with Department of Expenditure. It has been decided that cases of direct air travel by a non-entitled Government employee on LTC from his Headquarters to the place of visit in NER / J&K / A&N under the special dispensation scheme, may be regulated as per their rail and air entitlement allowed under the special dispensation scheme of travel by air as under :

“Entitled class rail fare from the Headquarters / place of posting to the nearest relevant railhead (i.e. Kolkata / Guwahati / Delhi / Amritsar / Chennai / Visakhapatnam) based on the place of visit (in NER / J&K / A&N) + LTC 80 Economy class air fare from the same railhead to the place of visit in NER / J&K / A&N or the actual air fare from the Headquarters to the place of visit, whichever is less.”

4. In their application to the staff serving in the Indian Audit and Accounts Department, this order issues after consultation with Comptroller and Auditor-General of India.

[G.I., Dept. of Per. & Trg., No. 31011/3/2018-Estt. (A-IV), dated the 20th June, 2019.]

**13. Reimbursement.—** Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point-to-point journey on a through ticket over the shortest direct route.

## GOVERNMENT OF INDIA'S DECISIONS

**(1) LTC when journey performed by longer route.—** (1) When a Government servant or any member of his family performs the journey by a longer route (which is not the cheapest) in two different classes of Railway accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage by such route.

*Example.—* If the total distance by the longer route is 1,100 miles and that by the shortest route is 1,000 miles and if the Government servant concerned has travelled the initial 800 miles by II Class and the remaining 300 miles by I Class, Government's share of reimbursement of the expenditure incurred in this case should be as follows:—



(i) Mileage for which II Class fare will be admissible—

$$\frac{\text{Distance actually travelled by II Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

$$= \frac{800}{1,100} \times 1,000 = 273 \text{ (should be 727) miles (roundly)}$$

(ii) Mileage for which I Class fare will be admissible—

$$\frac{\text{Distance actually travelled by I Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

$$= \frac{300}{1,100} \times 1,000 = 272 \text{ (should be 273) miles (roundly)}$$

[ M.H.A. O.M. No. 43/10/58-Ests. (A), dated the 11th April, 1958 and 29th May, 1958 and F. 31011/9/78-Est. (A), dated the 24th July, 1980. ]

**(2) Regulation of claims on Circular Tour Ticket.**— It has been decided that in a case where a Government servant and/or his family avail(s) of the concessional circular tour ticket offered by the Railways in conjunction with the LTC, the fare at the normal rate for the entitled / lower class actually used between headquarters and home town by the shortest route\*\*\* of the to and fro journey should be reimbursed to the Government servant.

[ D.P. & A.R. O.M. No. 35014/4/76-Ests.(A), dated the 16th December, 1976. ]

\*\*\* \*\*

*How will the claim of a Government servant under the LTC to visit any place in India be regulated, if he purchases a circular tour ticket?*

As already stated, a Government servant has to declare the place(s) of visit with reference to which he and / or member(s) of the family will avail of the concession to visit any place in India. Once this is done, the claim will be regulated as between the Headquarters and the place(s) indicated by the Government servant by the *shortest direct route*. The actual claim will be limited to the amount that would be admissible if the officer had travelled between the Headquarters and the declared destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.

[ D.P. & A.R. O.M. No. 35014/4/76-Ests. (A), dated the 16th December, 1976 and O.M. No. 31011/2/77-Ests. (A), dated the 3rd February, 1979. ]

**(3) Admissibility of reservation / sleeper charges.**— A Government servant and also members of his family are eligible for the reimbursement of sleeper / reservation charges while performing a journey by availing of the Leave Travel Concession, in Second Class and for reservation charges while performing the journey in First Class (Separate fare is not charged for sleeper accommodation where the journey is performed in First Class).

[ D.P. & A.R. O.M. No. 31011/6/78-Ests.(A), dated the 9th October, 1978. ]



**(4) No reimbursement of Telegram charges paid to Railways for reservation of berth.**— It is directed to inform that the Government of India, Ministry of Finance (their U.O. No. 3909 to IV/84, dated 16-7-1984), to whom the case was referred has intimated that reimbursement of telegram charges paid to Railway authorities for reservation of berth on train in case of journeys on LTC is not admissible.

[ C. & A.G. No. GIS-Audit/20-81 (71), dated the 30th July, 1984. ]

**(5) Admissibility of claims where the journey commences / terminates at the place of residence of the Government servant and not the place of duty.**— Situations do arise when the Government servant is forced to reside with his family at a place away from his headquarters for his own reasons generally under the following circumstances:—

- (i) The Government servant on his transfer from one station to another continues to reside with his family at the old station even after joining duty at the new station.
- (ii) Due to non-availability of suitable accommodation at reasonable rent in a metropolitan city or a costly place, where he has to work, he prefers to live with his family away from his place of duty and commutes daily from his residence to perform his duties.

The question has arisen whether in cases referred to above, the LTC should be allowed only from the duty station or from the place of residence of the Government servant and his family. This has been considered in consultation with the Ministry of Finance and it has been decided that where the Government servant and family live away from the place of duty for any reason, LTC may be allowed from the place of residence to the place of visit / home town and back to the place of residence, subject to the condition that the claim is restricted to the rail fare by the shortest direct route between the duty station and the home town or declared place of visit, as the case may be. In such cases, the Government servant should furnish the reasons for residing at a place other than place of duty and the controlling authority should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.

[ DoP&T O.M. No. 31011/16/84-Estt.(A), dated the 11th June, 1985. ]

**(6) Regulation of LTC claim when journeys performed by a longer route in different classes / modes of transport.**— While settling the adjustment claim on LTC, it has to be ensured that Government servant undertakes journey by direct shortest route. In case a Government servant opts for a longer route, the LTC claim has to be adjusted proportionately in accordance with the provisions of O.M., dated 11-4-1958 [GID (1)]. The cases where a Government servant performs journey by a longer route in different modes of transport, the reimbursement may be made proportionately in respect of the journey performed by the Railways and he may be allowed the reimbursement for the remaining shortest distance, as per his entitlement by the Railways OR the actual fare paid by the individual for journeys by road, whichever is less. While settling,

the claim has to be worked out on proportional basis for each / actual mode of journey / distance covered with reference to distance by the shortest route.

[ C & AG of India Cir. No. 188-Audit-I/78-90/III-92 (34), dated the 20th May, 1992. ]

**(7) Reimbursement of charges for train ticket booking through "Internet" for Railway journeys undertaken for official purpose / LTC.**— The Indian Railways have introduced booking of Railway tickets through "Internet", and a number of representations from different Ministries have been received in this Ministry to extend this facility to Government employees while undertaking official journey / LTC.

2. The matter has been considered in this Ministry and it has been decided that reimbursement of charges for booking of rail tickets through Internet / e-ticketing, booked through the website of Indian Railways, may be allowed only for Railway journeys undertaken for official tours and LTC.

[ G.I., M.F., O.M. No. F. No. 19023/1/2006-E.IV, dated the 25th October, 2006. ]

**(8) Service charges reimbursable.**— Service charges levied by the Traveller's Service Agents recognized by the Zonal Railways may be allowed to be reimbursed to the Government servants performing journeys in public interest on tour or transfer.

Reimbursement of service charges paid to the recognized Traveller's Service Agents for booking of tickets on Leave Travel Concession shall not, however, be allowed.

[ G.I., M.F., O.M. F. No. 19028/1/98-E. IV, dated the 3rd July, 1998. ]

**(9) Reimbursement of Service Tax and Education Cess on air travel while on tour / transfer or LTC.**— A number of representations from different Ministries have been received in this Ministry seeking clarification, whether the element of Service Tax, Education Cess and other similar levies.

The matter has been considered in this Ministry and it has been decided that the element of Service Tax, Education Cess and other similar levies being charged by Government on travel by Air / Road / Rail / Steamer on tour / transfer or LTC are reimbursable to the individual officer.

[ G.I., M.F., O.M. F. No. 19023/1/2006-E. IV, dated the 18th July, 2007. ]

**(10) LTC Claims — Need for observing prescribed procedures.**— This Department receives a large number of recommendations for relaxation of some or the other provision of the Central Civil Services (Leave Travel Concession) Rules, 1988, (hereinafter referred to as LTC Rules), in individual cases. It is seen that, in most cases the situation arises as due care had not been exercised by the Government servant and/or the administrative authority in claiming LTC or in examination.

2. The references mainly relate to:

(a) Late submission of claims;



- (b) Booking of air tickets through an agency not authorized by the Government for this purpose;
- (c) Travel by private vehicles; and
- (d) Claims for wrong block of years.

3. In this connection, it may please be noted that the primary responsibility for ensuring compliance with the rules is that of the Government servant. The oft-repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules. At the same time, it has also been noticed that the administrative authorities have also shown laxity and due diligence on their part could have prevented such situations from arising.

#### 4. Late Submission of Claim

4.1 In terms of Rules 14 and 15 (vi) of LTC Rules, the time-limit for submission of LTC claim is :

- (i) Within three months of completion of return journey, if no advance is drawn;
- (ii) Within one month of completion of return journey, if advance is drawn.

Powers have been delegated, as under, to the Ministries / Departments to relax these limits with the concurrence of the Financial Advisor.

- (a) Up to 6 months, if no advance is drawn;
- (b) Up to 3 months if advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of return journey.

4.2 As per Rule 12 (a) of the '*Compendium of Rules on Advances to Government servants*', it is the responsibility of the Head of Office to effect recovery of advances and also to see that the conditions attached to each advance are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the AP&AO. In addition, the DDO is also required to adjust all outstanding short term advances at the close of financial year.

#### 5. Booking of air tickets through agents other than Government approved agents

5.1 Government servants travelling by air under LTC are required to book their tickets either directly from the airline or through the approved agencies viz., M/s. Balmer Lawrie & Co. Ltd., M/s. Ashok Tours and Travels Ltd. / IRCTC. Booking through any other agency is not permissible.

#### 6. Travel by private vehicles

6.1 As per LTC rules, a Government servant may travel only by vehicles operated by Central / State Government or local bodies or by any corporation in the public sector owned / controlled by Central / State Government. Journey on LTC by taxi, autorickshaw etc., are permissible only between places not



connected by rail. This is further subject to the condition that these modes operate on a regular basis from point-to-point with the specific approval of the State Governments / transport authorities concerned and are authorized to ply as public carriers.

### 7. Claims for wrong block of years

7.1 Whenever a Government servant applies for LTC advance, the administrative authority is required to verify from the service book and certify the entitlement of the Government servant. Cases of the type mentioned in Para. 2 (d) would not arise, if this is properly done.

8. LTC Rules also provide that a Government servant who has been granted LTC Advance is required to submit copies of the tickets within 10 days of drawal of advance. The administrative authority can at this stage itself check the date of commencement of journey; whether ticket has been booked direct from airline or through approved agency, etc. Any discrepancy can be brought to the notice of the Government servant so that he can take remedial action, if needed.

9. Even in cases where advance is not drawn, the Government servant is required to give prior intimation of his intention to avail LTC. The administrative authority can check the details indicated especially w.r.t entitlement. A watch can also be kept to ensure timely submission of claims.

10. All Ministries / Departments are requested to bring the contents of this O.M. to the notice of all concerned. It may also be noted that requests for relaxation of rules shall be considered by this Department only if it is established that the deviation is due to reasons beyond the control of the Government servant and there has been no laxity on the part of the administrative authorities concerned.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/3/2015-Estt. (A-IV), dated the 1st April, 2015. ]

**(11) Fulfilment 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 while in the other cases the delay is caused in the late processing of LTC claims.

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:—

Sl. No.	Course of action	Time-limit
1.	Leave Sanction	5 working days + 3 working days*
2.	Sanction of LTC advance / leave encashment	5 working days + 3 working days*

Sl. No.	Course of action	Time-limit
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 Sl. 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.

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 pro forma 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 may 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 on an appropriate forum.

6. Comments of the above proposal may be furnished within 15 days via e-mail to e-mail address [jha.sn\(@\)nic.in](mailto:jha.sn(@)nic.in).

#### **Pro forma for self-certification by the Government employee**

I, Shri/Smt./Kumari ..... (Name of the Government 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. 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 Government 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.: 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 completely filled self-certification form to your Administration before the LTC journey is undertaken.

2. Please check the 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 DoP&T's O.M. No. 31011/7/2013-Estt.(A-IV), dated 26-9-2014 available on '[www.permin.nic.in](http://www.permin.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 entitled to other regular Government employees subject to the condition that he/she will have to forego his/her eight years LTC entitlement. It may be noted that the option once exercised shall be treated as final for the initial eight occasions of LTC and the fresh recruit shall not be allowed to change it in a later stage.

6. The retiring Government employees are eligible to avail LTC as per their entitlement, provided that the return journey is performed before his date of retirement. LTC is not allowed after retirement.

7. 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 authorized to ply as public carrier.

9. If a Government servant travels up to the nearest airport / railway station by authorized mode of transport and chooses to complete the journey to



the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi, etc.), if the public transport is already available in that part, then he may be allowed the fare for the journey performed by authorized 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 same.

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 officials 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. 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.

15. In all cases whenever a Government servant travels 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 and Co. Ltd., M/s. Ashok Tours and 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 is claiming the Leave Travel Concession.

17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2015-Estt. (A.IV), dated the 11th January, 2016 read with OM of even number, dated the 18th February, 2016. ]

**Further Clarification.**— It is directed to refer to Paras. 8 and 9 of the Guidelines enclosed in this Department's OM 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 up to 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 up to 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 (200 kms - 100 kms each side for the to and fro journey - *refer (GID (11-A) below)* 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 [ See *GID (11-A) below* ].
- (d) Furnishing of false information will attract disciplinary action under the CCS (CCA) Rules, 1965.

**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.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2015-Estt. (A.IV), dated the 9th February, 2017. ]

**(11-A) Further clarification.**— \*\*\*

3. Many references are received in this Department seeking following clarifications:-

- (i) Whether the 100 kms limit specified in DoP&T's O.M. No. 31011/3/2015-Estt. (A.IV), dated 9-2-2017 is for the whole journey (i.e. to and fro combined) or separately for onward and return journey, i.e. 100 kms for onward and 100 kms for return journey?
- (ii) How assistance shall be provided in cases where various members of a family avail LTC separately and thus avail the facility of private taxi / transport separately? Whether in such cases also, reimbursement as above shall be provided individually to each family member?



4. The matter has been considered in this Department and it is clarified that the 100 kms limit as prescribed in DoP&T's O.M. No. 31011/3/2015-Estt. (A.IV), dated 9-2-2017 is to be seen from one side. Hence, for the to and fro journey, the fare reimbursement shall be provided for a total of 200 kms (100 kms each side).

5. As regards the second situation described in Para. 3 (ii) above, it is stated that in cases where members of the family avail LTC separately, they shall also be eligible for reimbursement of taxi fare / private transport separately as per DoP&T's O.M. No. 31011/3/2015-Estt. (A.IV), dated 9-2-2017.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2015-Estt. (A.IV), dated the 4th February, 2021. ]

**(12) Reimbursement of rail fare on LTC in respect of children of 5-12 years age group — Clarification.**— As per Railway Board's Circular No. 71 of 2015, Ministry of Railways have decided that in case of children above 5 years and under 12 years of age, for whom full berth / seat is sought at the time of reservation, full fare shall be charged. It is mentioned that if berth / seat is not sought for the children of age 5 years and under 12 years of age at the time of reservation, then half of the adult fare shall continue to be charged subject to minimum distance for charge. This would be effective for the travel with effect from 10-4-2016.

2. In this regard, several references have been received in this Department from various Ministries / Departments seeking clarification as to whether the full fare charged by the Railways for reservation of berth for children between 5 years and 12 years shall be reimbursable while availing LTC facility.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it has been decided that for the family members of the Government servant, aged between 5 years and under 12 years, the actual rail fare shall be reimbursed for LTC, as per the choice of rail tickets purchased by the Government servant.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/3/2016-Estt. (A.IV), dated the 29th April, 2016. ]

**(13) Admissibility of catering charges in respect of rail journey performed on LTC — Clarification.**— It is undersigned is directed to say that several references are received in this Department from various Ministries / Departments seeking clarification regarding the admissibility of catering charges charged by the Indian Railways in respect of the rail journey(s) performed by Rajdhani / Shatabdi on LTC.

2. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is clarified that if the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani / Shatabdi / Durgam trains, the fare charged shall be reimbursable in full as per the entitlement / eligibility of the Government servant.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/11/2015-Estt. (A.IV), dated the 12th May, 2016. ]

**(14) Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government employees during the Block 2018-21.**— In



view of COVID-19 pandemic and resultant nationwide lockdown as well as disruption of transport and hospitality sector, as also the need for observing social distancing, a number of Central Government employees are not in a position to avail themselves of LTC for travel to any place in India or their Hometowns in the current Block of 2018-21.

2. With a view to compensate and incentivise consumption by Central Government employees thereby giving a boost to consumption expenditure, it has been decided that cash equivalent of LTC, comprising Leave Encashment and LTC fare of the entitled LTC may be paid by way of reimbursement, if an employee opts for this in lieu of one LTC in the Block of 2018-21 subject to the following conditions :-

- (a) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.
- (b) Cash equivalent of full leave encashment will be allowed, provided the employee spends an equal sum. This will be counted towards the number of leave encashment on LTC available to an employee.
- (c) The deemed LTC fare for this purpose is given below :-

Category of employees	Deemed LTC fare per person (Round Trip)
Employees who are entitled to business class of airfare	₹ 36,000
Employees who are entitled to economy class of airfare	₹ 20,000
Employees who are entitled to Rail fare of any class	₹ 6,000

- (d) The cash equivalent may be allowed if the employee spends a sum **3 times** of the value of the fare given above.
- (e) The amount both on account of leave encashment and fare shall be admissible if the employee spends (i) an amount equal to the value of leave encashment and (ii) an amount 3 times of the cash equivalent of deemed fare, as given above on purchase of such items / availing of such services which carry a GST rate of not less than 12% from GST registered vendors / service providers through digital mode and obtains a voucher indicating the GST number and the amount of GST paid.
- (f) The admissible payment shall be restricted to the full value of the package [leave encashment as admissible for LTC and deemed fare] or depending upon the spending as per example given at **Annexure-A**.
- (g) While TDS is applicable in the case of leave encashment, since the cash reimbursement of LTC fare is in lieu of deemed actual travel, the same shall be allowed exemption on the lines of existing income tax exemption available to LTC fare. The legislative amendment to the provisions of the Income Tax Act, 1961 for this purpose shall be proposed in the due course. Hence, TDS shall not be required to be deducted on the reimbursement of deemed LTC fare.

3. Head of the Departments / DDOs may make reimbursement under this package as per the details given above on receipt of invoices of purchases made / services availed during the period post the issuance of this order from the employees who are desirous to avail this package. **It may be noted that in order to avail this package, an employee should opt for both leave encashment and LTC fare.**

4. An amount up to 100% of leave encashment and 50% of the value of deemed fare may be paid as advance into the bank account of the employee which shall be settled based on production of receipts towards purchase and availing of goods and services as given in Para. 2 (e). The claims under this package (with or without advance) are to be made and settled within the current financial year. Non-utilization / under-utilization of advance is to be accounted for by the DDOs in accordance with the extant provisions relating to LTC advance, i.e. immediate recovery of full advance in the case of non-utilization and recovery of unutilized portion of the advance with penal interest.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries / Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information.

#### Annexure-A

##### Example :

**Pay of an employee: ₹ 1,38,500 and has family of 4 eligible for economy class air travel.**

$$\text{Leave Encashment : } \frac{(1,38,500 \times 1.17) \times 10}{30} = ₹ 54,015$$

$$\text{Fare Value : } ₹ 20,000 \times 4 = ₹ 80,000$$

$$\text{Total Value} = ₹ 1,34,015$$

$$\begin{aligned} \text{Amount to be spent for full cash benefit} &= ₹ 54,015 + 2,40,000^* \\ &= ₹ 2,94,015 \end{aligned}$$

$$(a) \text{ Share of Leave Encashment in total} = \frac{54,015 \times 100}{2,94,015} = 18\%$$

$$(b) \text{ Share of Fare in total} = \frac{80,000 \times 100}{2,94,015} = 27\%$$

\* 3 times of notional airfare (80,000 × 3 = 2,40,000)

- Thus, if an employee spends ₹ 2,94,015 or above, he will be allowed cash amount of ₹ 1,34,015.

- However, if the employee spends ₹ 2,40,000 only, then he may be allowed 18% on account of Leave Encashment (₹ 43,200) and 27% on account of fare value (₹ 64,800). The total amount payable shall be ₹ 1,08,000.

[ G.I., M.F., O.M. No. F. No. 12 (2)/2020-E.II (A), dated the 12th October, 2020. ]

**(15) Clarification regarding queries being received in respect of special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government employees during the Block 2018-21.-** It is directed to refer to this Department's OM of even number, dated the 12th October, 2020 and to say that this Department has been receiving queries seeking clarification relating to special package equivalent in lieu of Leave Travel Concession Fare for Central Government employees during the Block 2018-21 announced by the Government. A statement giving answers/clarifications to the queries is attached as Annexure to this OM.

2. This issues with the approval of Secretary (Expenditure).

### ANNEXURE

#### FAQ on LTC Cash Voucher Scheme

Sl. No.	Queries	Reply
1	Whether the individual employee is required to take leave to avail this LTC - Cash Voucher Scheme? Whether an employee is required to undertake any travel?	An individual need not take leave for this purpose nor undertake any travel. This is a scheme in lieu of LTC travel.
2	If a particular LTC which is meant to be used for the scheme has been partially availed by either self or members of the family, whether this scheme is available and to what extent?	This scheme is applicable to the LTC fare left unutilized during the Block Year as mentioned in the OM, dated 12-10-2020.
3	If an employee has already exhausted the prescribed limit of leave encashment for LTC, whether he will be eligible for the scheme? Whether an employee can only avail LTC fare without claiming leave encashment.	An employee can avail this scheme utilizing the applicable LTC fare without leave encashment. The expenditure should be in accordance with the ratio as prescribed for LTC fare.
4	As per the scheme, an amount of up to 100% leave encashment and 50% of the value of deemed fare is to be paid as an advance to the employee opting for the scheme.	If as per the calculation suggested in O.M. No. 12(2)/2020-E.IIA, dated the 12th October, 2020, the reimbursable amount is less than the advance drawn, this would be treated



Sl. No.	Queries	Reply
	It has also been stated that non-utilization / under-utilization of advance is to be accounted for by the DDOs in accordance with extant provisions relating to LTC advance. If an employee spends only the advance amount and makes a claim, how this claim will be regulated?	as under-utilization. However, after calculation of the claim, balance amount, if any, may be recovered from the employee.
5	Newly joined Government employees are entitled for three "Home Town" and one "Anywhere in India" in a Block of four year. How this will be regulated?	The employee may use any one of the LTC available in a Block Year.
6	As per Special LTC provisions, an employee irrespective of his eligibility can travel by Air to places like Andaman and Nicobar, J&K and North-East under "Anywhere in India" fare. In this case what will be the deemed fare?	The deemed fare has been calculated based on the normal eligibility of an employee and the special packages would not be applicable for this scheme.
7	Whether a single bill of purchase of goods or services is to be submitted or multiple bills can be submitted?	Multiple Bills are accepted. The purchase should have been done from the date of issue of the OM till the end of the current Financial Year. The purchase should carry a GST of 12% and above and payment should have been made to digital mode.
8	Whether there is any prescribed format for applying for this scheme.	There is no prescribed format. A simple application conveying the desire of the employee for availing the scheme, if advance is required for the purpose the same is to be mentioned.
9	What are the items which will qualify for reimbursement under this scheme?	Any goods and services which attract GST of 12% and above would qualify. The invoice with GST details should be submitted and payment should have been made through digital mode.

Sl. No.	Queries	Reply
10	An employee having four family members eligible for LTC wants to avail this facility for less than 4 members. Further he wants to avail LTC for rest of the members later.	As replied to query at Sl. No. 2, an employee can avail the scheme in partial, i.e. of the LTC of part of the eligible family. Since this is an optional scheme, if the LTC fare of any member of the family has not been utilized for this purpose, those members can avail LTC subject to extant instructions under LTC rules.
11	An employee incurs the expenditure on or before 31-3-2021 on the basis of invoice. Actual product or service received in April, 2021.	The reimbursement is based on production of invoice with details of GST. As far as possible, the claim should be made and settled well before 31st March, 2021 to avoid any last minute rush and resultant lapse.
12	For digital payment, an employee uses credit card of his / her spouse or any family members.	It is clarified that the invoice which is being submitted for reimbursement under the scheme should be in the name of the employee who is availing the scheme.
13	Can services like interior decoration and phone bills be included?	Any service which is having a GST component of more than 12% is permissible.
14	Any limit of number of transaction?	As far as possible, the number of transactions may be limited to a minimum extent to avoid any difficulty / delay.
15	Is it allowed to do purchase from e-commerce platform?	Procurement from e-commerce platform is also permissible, provided the relevant invoice / details are submitted.

[ G.I., M.F., O.M. No. 12 (2)/2020-E.II (A), dated the 20th October, 2020. ]

**(16) Special cash package equivalent in lieu of Leave Travel Concession fare for Central Government employees during the Block 2018-21 - Clarification.**— It is directed to refer to OM of even number, dated the 12th October, 2020 and the Frequently Asked Questions (FAQ) issued *vide* OM of even number, dated the 20th October, 2020 on the subject-mentioned above.

**2. Ministries / Departments have raised queries / clarifications with regard to (i) whether the advance taken as per the scheme shall be settled**

within 30 days of disbursal of advance and (ii) whether the invoice can be in the name of spouse and / or any family member who are eligible for LTC.

3. The special cash package Scheme in lieu of one LTC is to compensate and incentivise consumption by Government employees and the benefits can be availed up to 31-3-2021. Para. 4 of OM of even number, dated 12-10-2020, provides for advance to Government employees in lieu of LTC fare and leave encashment. As this is a special cash package, the rules relating to advance taken under LTC are not applicable in the present Scheme. Accordingly, it is clarified that:-

- (i) the advance taken under the scheme shall be settled on or before 31st March, 2021 and
- (ii) the invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC fare.

4. This issues with the approval of Secretary (Expenditure).

[ G.I., M.F., O.M. No. F. No. 12 (2)/2020-E.II (A), dated the 4th November, 2020. ]

(17) Clarification regarding queries being received in respect of special cash package equivalent of Leave Travel Concession fare for Central Government employees during the Block 2018-21 (FAQ No. 2).— It is directed to say that this Department has been receiving a number of queries relating to special package equivalent in lieu of Leave Travel Concession fare for Central Government employees during the Block 2018-21 announced by the Government on 12-10-2020. A set of Frequently Asked Questions have already been clarified *vide* this Department's OM of even number, dated 20-10-2020 and is available on this Department's website viz. [doe.gov.in](http://doe.gov.in).

2. A further set of Frequently Asked Questions have been clarified and are attached herewith at **Annexure-'A'**.

3. This issues with the approval of Competent Authority.

### FAQ No. 2

#### FAQ on LTC Cash Voucher Scheme

Sl. No.	Queries	Reply
1	An employee whose workplace and home town are same and is eligible for only one all India LTC in one Block Year. If that LTC is exhausted, will he be eligible for this scheme?	No. The scheme is in lieu of one LTC available during the block year.



Sl. No.	Queries	Reply
2	If an employee does not have enough leave or less than the minimum balance of 40 days which is required in his leave account and avail leave encashment for LTC, whether he will be eligible for leave encashment in this scheme?	Leave encashment is to be in accordance with LTC Rules. The employee can, however, avail the benefit of scheme without the leave encashment if such encashment is not available.
3	If an employee has already availed home town LTC (only for self) for 2018-19 along with leave encashment, can he now claim LTC cash voucher scheme with LTC for self from block year 2020-21 and for remaining family members from block 2018-19?	Yes. He can claim leave encashment as per the scheme, provided it does not exceed the maximum limit of 60 days eligible for encashment.
4	If both husband and wife are working in the Central Government, if one is availing LTC cash voucher scheme for self and spouse and also taking LTC leave encashment, then can the spouse avail LTC leave encashment separately?	Yes.
5	If an employee avails only deemed LTC fare without leave encashment, and spends less than or equal to three times of the deemed fare entitlement, how much reimbursement will he get?	Reimbursement will be on pro rata basis.
6	Whether purchase of goods / services on loan / EMI will be covered under this scheme?	Purchase of any goods or services which attract GST of 12 % and above qualify for reimbursement under this scheme. Purchases on EMI basis are also permissible. The purchase should have been effected after the issue of the order i.e. 12-10-2020 and should have an invoice.
7	For those officials having three Home Town LTCs and one All India LTC, can they avail special cash package for year 2020 in 2021 (up to 31-3-2021) and avail LTC for 2021 also in 2021?	The scheme is valid up to 31-3-2021 and is in lieu of the available LTC. An official may avail LTC for 2021 in 2021, provided the same has not been foregone in lieu of the benefits of the said scheme.

Sl. No.	Queries	Reply
8	If a fresh recruit who is governed by LTC Rules for New Recruits is in his 8th year after recruitment opts for this scheme, can he submit bills having date of January-March 2021?	Yes, but one block year of LTC / or one LTC to be foregone to avail the benefits of the Special Scheme.
9	Since the fresh recruits are not allocated block year, can they avail this scheme?	Yes
10	Can the payment be made by cheque / DD / Banker's Cheque / NEFT / RTGS?	Yes
11	If a defence employee wants to buy a car from defence canteen, attracting only 14 % GST as against 28 % GST in the market, can he avail this scheme?	As per scheme, Goods and Services attracting GST of 12 % or more can be purchased.
12	If an employee has already exhausted 60 days of Leave Encashment, can he further avail 10 days Leave Encashment?	No. He can avail only deemed fare value.
13	If an employee is availing Cash scheme against year 2018-19 (extended till 31-12-2020), can he submit bills from January, 2021 to March, 2021?	Yes, provided the transactions occurred on or after 12-10-2020 and bills are submitted before 31-3-2021.
14	If a child is less than 5 year old then he is not eligible for rail fare, will he be counted as a dependant for this scheme?	Yes. Provided the child is eligible as a dependant in accordance with LTC Rules.
15	Is this scheme applicable to the Autonomous Bodies?	Autonomous Bodies can adopt the scheme, provided they are already implementing LTC scheme similar to the Central Government's Scheme, before 12-10-2020.
16	Whether any advance will be given like LTC advance?	Please refer to Para. 4 of Ministry of Finance, Department of Expenditure's O.M. No. 12(2)/20/E-II (A), dated 12-10-2020. It has been stated that an amount up to 100 % of leave encashment and 50% of the value of deemed fare may be paid as advance into the bank account of employee.

Sl. No.	Queries	Reply
17	Whether we can purchase different items under this scheme like we purchase washing machine, mobile, AC or not?	Yes. An individual can purchase different items which attract GST of 12% and more. The payment should be made through digital mode.
18	I availed home LTC in 2019. What is my eligibility position for LTC cash voucher scheme?	This scheme is for the LTC block of 2018-21. Normally, a block contains two LTC fares [ Home Town and Anywhere in India ]. If one has been availed and the other remaining, the same can be utilized for this purpose. Any unutilized LTC of the block of 2018-21 is eligible.
19	How spending of 3 to 4 times on purchasing of products will be tracked? Will purchase made online from e-commerce website be acceptable?	Any purchase with digital mode is to be supported by invoice. Based on production of invoice the spending is calculated. The intention of this scheme is to encourage every mode of purchase. It is for the employee to choose a suitable digital mode.
20	I purchased certain items after 12-10-2020, but before formally exercising my option. Can it be counted for reimbursement?	All eligible purchases on or after 12-10-2020 and before 31-3-2021 can be counted.
21	Whether the advance taken under the scheme is to be settled within 30 days of disbursal of advance as stipulated under LTC Rules. Can receipt be in the name of any dependant?	The special cash package scheme in lieu of one LTC is to compensate and incentivise consumption by Government employees and the benefits can be availed up to 31-3-2021. Para. 4 of OM, dated 12-10-2020 provides for advance to Government employees in lieu of LTC fare and leave encashment. As this is a special cash package, the rules relating to advance taken under LTC are not applicable in the present scheme. Accordingly, it is clarified that:-



Sl. No.	Queries	Reply
		<p>(i) The advance taken under the scheme shall be settled on or before 31st March, 2021 and</p> <p>(ii) the invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC fare as declared in the service records.</p>

[ G.I., M.F., O.M. No. 12 (2)/2020-E.II (A), dated the 10th November, 2020. ]

**(18) Clarification regarding queries being received in respect of special cash package equivalent in lieu of Leave Travel Concession fare for Central Government employees during the block 2018-21 (FAQ No. 3).**— It is directed to say that this Department has been receiving a number of queries relating to special package equivalent in lieu of Leave Travel Concession fare for Central Government employees during the block 2018-21 announced by the Government on 12th October, 2020. Two sets of Frequently Asked Questions have already been clarified *vide* this Department's OM of even number, dated 20-10-2020 and OM of even number, dated 10-11-2020 are available on this Department's website viz. [doe.gov.in](http://doe.gov.in).

2. A further set of frequently asked questions have been clarified and is attached herewith at Annexure below.

3. This issues with the approval of Secretary (Exp.).

### FAQ No. 3

Sl. No.	Queries	Reply
1.	An employee wishes to avail the special cash package without opting for leave encashment. As per records, he has sufficient EL for encashment purpose. Whether an employee can only avail LTC fare without claiming Leave encashment even though he has not exhausted the prescribed limit for leave encashment for LTC?	An employee can avail this scheme utilizing the applicable LTC fare without opting for leave encashment. Leave encashment is optional.

Sl. No.	Queries	Reply
2.	If an employee opts for only deemed LTC fare without the leave encashment and spends less than three times of the deemed fare as has been prescribed to claim reimbursement of the deemed LTC fare, how the reimbursement would be calculated?	The reimbursement in this case would be on pro rata basis. Since in order to claim the applicable deemed fare an employee is required to spend three times of the deemed LTC fare, the reimbursement in the case of expenditure less than the prescribed three times would be $\frac{1}{3}$ rd of the actual expenditure. An illustration of calculation is given at Annexure attached below.
3.	Can an employee avail leave encashment for less than 10 days?	The number of days of leave encashment for LTC (10 days or less than 10 days) is to be in accordance with the relevant provisions of LTC Rules.
4.	Will payment of premium of already existing insurance policies be covered under this scheme?	The special cash package envisages just of purchase of goods and services with GST of 12% and above made during the period between 12-10-2020 and 31-3-2021. Payment of premium of existing insurance policies does not fall under this category. However, payment of premium for insurance policies purchased during the period between 12-10-2020 and 31-3-2021 is eligible for reimbursement under the scheme.
5.	If an employee buys a car or any other items or services, whether it is mandatory to submit original bills to DDO as the same may be required for claim the warranty and ownership of the item / service.	No. Self-attested photocopy would suffice. However, the original bills may be produced on demand for information.
6.	The vouchers / bills to be submitted to avail this scheme on or before the 31st March, 2021. Employees who are due to superannuate (say) on the 31st December 2020, be required to submit the vouchers / bills before his superannuation i.e. before the 31st December, 2020.	Vouchers / bills should be submitted and settled before the date of superannuation in this case.

**ANNEXURE****Example (1) (without Leave Encashment)**

Claiming for family of 4 eligible for economy class air travel.

Fare Value : ₹ 20,000 × 4 = ₹ 80,000

Amount to be spent for full cash benefit = ₹ 80,000 × 3\* = ₹ 2,40,000

\*3 times of notional airfare (₹ 80,000 × 3 = 2,40,000)

Cash benefit = 
$$\frac{\text{Amount spent} \times \text{deemed LTC Fare (₹ 80,000 in this case)}}{\text{Amount to be spent for full cash benefit}}$$

Thus, if an employee spends, say ₹ 2,40,000 or above, he will be allowed cash amount of ₹ 80,000. However, if the employee spends less than ₹ 2,40,000, say ₹ 1,80,000, then he may be allowed cash amount in the same proportion as illustrated above which comes out to ₹ 60,000 in this case.

$$\frac{[₹ 1,80,000 \times 80,000]}{2,40,000} = ₹ 60,000 ] .$$

**Example (2) (without Leave Encashment)**

Claiming for family of 4 eligible for Train travel.

Fare Value : ₹ 6,000 × 4 = ₹ 24,000

Amount to be spent for full cash benefit = ₹ 24,000 × 3\* = ₹ 72,000

Cash benefit = 
$$\frac{\text{Amount spent} \times \text{deemed LTC Fare (₹ 24,000 in this case)}}{\text{Amount to be spent for full cash benefit}}$$

Amount to be spent for full cash benefit

\*3 times of notional airfare (₹ 24,000 × 3 = ₹ 72,000)

Thus, if an employee spends ₹ 72,000 or above, he will be allowed cash amount of ₹ 24,000. However, if the employee spends less than ₹ 72,000 say, ₹ 48,000, then he may be allowed cash amount in the same proportion as illustrated above which comes out to ₹ 16,000 in this case.

$$\frac{[₹ 48,000 \times 24,000]}{72,000} = ₹ 16,000 ] .$$

[ G.I., M.F., O.M. No. 12(2)/2020/E.I.A., dated the 25th November, 2020. ]

**(19) Clarification regarding queries being received in respect of Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government employees during the block 2018-21.**— It is directed to refer to OM of even number, dated 12-10-2020 and the Frequently Asked



Questions (FAQs) issued *vide* OM of even number, dated 20-10-2020, 10-11-2020 and 25-11-2020 on the subject mentioned above.

2. Ministries / Departments have raised queries / clarifications with regard to :-

- (i) Whether any prior intimation is required just like availing the actual LTC Scheme ?
- (ii) The LTC for the year 2018-19 Block was extended up to 31st December, 2020. Whether claims can be made under this block till March, 2021 ?

3. In this regard, it is clarified that the Special Cash Package is in lieu of pending LTC for the Block between 2018-21 and bills for availing this scheme are to be submitted before 31-3-2021. No prior intimation as is being given in the case of LTC Scheme is required and for the year 2018-19 (extended till 31-12-2020), the claims can be made before 31-3-2021.

4. This issues with the approval of Competent Authority.

[ G.I., M.F., O.M. No. 12 (2)/2020/E-II.A., dated the 16th February, 2021. ]

**(19-A) Clarification regarding queries being received in respect of Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21.**— It is directed to say that this Department has been receiving a number of queries relating to Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21 announced by the Government on 12th October, 2020. Three sets of Frequently Asked Questions (FAQs) have already been clarified *vide* this Department's O.M. of even numbers, dated 20-10-2020, 10-11-2020 and 25-11-2020 on the subject mentioned above.

2. A further set of frequently asked questions have been clarified and is attached herewith at **Annexure - A:**

3. This issues with the approval of Competent Authority.

#### **Annexure - A**

##### **FAQ No. 4**

Sl. No.	Query	Reply
1.	Whether the full and final settlement of the bills pertaining to LTC Cash Scheme is also to be ensured by 31st March, 2021, without any scope of spill over to the next financial year?	As far as possible, the claims should be made and settled well before 31st March, 2021. Ministries / Departments may consider settlement of only those claims / purchases made on or before 31st March, 2021 beyond the due date, i.e. 31st March, 2021

Sl. No.	Query	Reply
2.	Whether payment detail of digital instrument used for making payment against this scheme is to be furnished by the employee, along with the claim?	It is clarified that it is for the Competent Authority of concerned Deptt./PAO to decide on additional document for checking the veracity of claim.
3.	Is the scheme admissible if payment is made digitally through friend, relative or any other person?	It has already been clarified in point 12 of the FAQ issued <i>vide</i> O.M No. 12(2)/2020/E-II.A, dated 20-10-2020 that for digital payment, an employee can use credit card of himself / herself, spouse or any family member.
4.	For newly recruited officials having three Hometown LTC and one all India LTC, can they avail Special Cash Package for year 2020 in 2021 (up to 31-3-2021) if item is purchased after 31-12-2020 but before 31-3-2021, that is without prior intimation to office?	A newly recruited employee, whose LTC expires in December, 2020 which remains unutilized, may be allowed to claim the cash package in lieu of that LTC till 31st March, 2021.
5.	A portion of the payment was made in cash against digital payment for the entire transaction. Whether this will be eligible under the Scheme?	The portion of digital payment may be allowed to be reimbursed subject to other conditions as contained in the OM, dated 12-10-2020.

[ G.I., M.F., O.M. No. 12(2)/2020/E-II.A, dated the 10th March, 2021. ]

**(19-B) Clarification.— \*\*\***

Queries are being received in this Department with respect to purchases made up to 31st March, 2021 (including online purchases) and submissions of bills / claims and settlement beyond 31st March, 2021. Keeping in view of practical difficulties in submission of bills / claims for purchases made particularly in late hours of 31st March, 2021 (including online purchases), it is clarified that submission of bills / claims may be entertained and settled by Ministries / Departments not later than 30th April, 2021. However, it is reiterated that the payment for the purchases should be made not later than the due date, i.e. 31st March, 2021.

[ G.I., M.F., O.M. No. 12 (2)/2020-E.II (A), dated the 31st March, 2021. ]

**(20) Reimbursement of cancellation / re-schedule charges for air / train tickets booked for the purpose of LTC and relaxation of LTC advance due to COVID-19 pandemic.—** During the months of March - May, 2020, a Nationwide 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 / reschedule 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 Government servant for LTC journey scheduled during the lockdown period (March-May, 2020), till 28-2-2021 or till such time the amount in 'Credit Shell' is utilized 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 O.M. No. F. 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.

[ G.L., Dept. of Per. & Trg., O.M. No. 31011/1/2020-Estt. (A.IV), dated the 7th January, 2021. ]



**(21) Clarification.— \*\*\***

2. 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 28-2-2021, 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.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/1/2020-Estt. (A.IV), dated the 5th February, 2021. ]

**14. Forfeiture of claim.—**A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

**GOVERNMENT OF INDIA'S DECISION**

**Delegation of powers to Ministries / Departments regarding time-limit for the submission of the claim.—** Rules 14 and 15 of LTC Rules provide that a claim for reimbursement of expenditure incurred is to be submitted within three months after the completion of the return journey, if no advance had been drawn and within one month after the completion of the return journey if advance had been drawn. It has now been decided to delegate the powers to relax these provisions to the Ministries / Departments, where a Government servant is not in a position to submit the claim within the prescribed time-limit and the Ministry / Department is satisfied that he was not able to do so due to compelling circumstances beyond his control. The Ministry / Department concerned with the concurrence of Financial Advisor can admit the claims in such cases in relaxation of the provisions subject to the following time-limits without reference to DoP&T:—

(a) Where no LTC advance is taken, LTC bill submitted within a period not exceeding six months.

(b) Where LTC advance has been drawn, the LTC claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Government servant refunds the entire advance within 45 days after the completion of the return journey).

2. Ministries / Departments are requested to keep these instructions in view while processing belated LTC claims.

3. These instructions will be effective from the date of issue of this OM.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/5/2007-Estt. (A), dated the 27th September, 2007. ]

NOTE.— Also refer Para. 4 of GID (10) below Rule 13.

**15. Grant of advance and adjustment thereof.—**

**\* (i) Advance may be granted to Government servants to enable them to avail themselves of the concession. The amount of**

\*. AUTHORS' NOTE.— 90%. See GID (5) below this rule.

such advance in each case shall be limited to four-fifths of the estimated amount, which Government would have to reimburse in respect of the cost of the journey both ways.

- (ii) If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.
- (iii) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- (iv) If the limit of 3 months or ninety days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the Government forthwith.
- (v) The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made sixty days before the proposed date of the outward journey and advance is granted accordingly, the Government servant should produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
- (vi) Where an advance has been drawn by a Government servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a Government servant's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum. No request for recovery of the advance in instalments shall be entertained.

NOTE.—Also refer Paras. 4 and 7 of GID (10) below Rule 13.

### GOVERNMENT OF INDIA'S DECISIONS

(1) **Revision of time-limit for drawal of advance for the purpose of LTC journey by train.**—It is directed to refer to this Ministry's O.M. No. 31011/5/98-Estt.(A), dated 30-3-1998 regarding relaxation of time-limit for drawal of LTC advance, wherein it has been stated that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey.

2. Since, the Ministry of Railways has decided to increase the Advance Reservation Period (ARP) for booking accommodation in trains from 60 days to 120 days (excluding the date of journey) with effect from 1st April 2015, the time-limit for drawal of LTC advance by the Government servants may be increased from 65 days (i.e. 2 months and 5 days) to 125 days (i.e. 4 months and 5 days) in case of journey by train.



3. Cases where the LTC journey is proposed to be undertaken by other modes of transport, viz. air / sea / road, the time-limit for drawing LTC advance shall remain 65 days only.

4. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilized the amount to purchase the tickets.

[G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/8/2015-Estt. (A.IV), dated the 13th May, 2016.]

**(2) Advance to an officer on deputation.**— The following procedure may be followed for grant of advance for Leave Travel Concession to an officer on deputation who, immediately on reversion to his parent office, wishes to proceed on leave and to join the parent office on the expiry of such leave:—

- (a) In the leave application of the reverting officer, the fact that he would be availing of the Leave Travel Concession during the period of leave would have been mentioned by him. The borrowing department may, while forwarding the leave application to the lending department for sanction, inform the latter department that in the event of leave being sanctioned, they would sanction advance to the extent admissible under, and subject to the conditions laid down in, this Ministry's Office Memorandum No. 43/3/57-Ests.(A), dated the 1st April, 1958. On receipt of intimation regarding sanction to leave, the controlling officer for T.A. purposes in the borrowing department, in respect of the officer availing of the Leave Travel Concession may sanction the advance and endorse a copy of the lending department, which will keep a watch on the adjustment of Leave Travel Concession advance.
- (b) The procedure in (a) above may be made applicable in the event of the reverting officer applying for leave and intending to avail of, during the leave, the Leave Travel Concession himself or with any or all members of his family. If during the period of leave in question, any or all members of his family alone intend to avail of the concession and not the Government servant himself, even then the procedure at (a) above may also be made applicable.
- (c) The Leave Travel Concession advance granted by the borrowing department will be adjusted against the account of the department / office which is ultimately liable to bear the expenditure on account of the LTC availed of by the Government servant concerned and/or his family.

[M.H.A. O.M. No. 43/9/64-Estt. (A), dated the 7th December, 1965.]

**(3) Relaxation of normal time-limit of six months between commencement and completion of the journey by the family of a Government servant.**— It has been recommended by the Department of Administrative Reforms that the powers for relaxation of time-limit fixed for the return journey



under this Ministry's Office Memorandum, dated the 11th April, 1958, may be delegated to Heads of Departments. The Ministry of Home Affairs have accepted this recommendation. It has accordingly been decided that the aforesaid power of relaxation of time-limit for the return journey of families of Government servants shall be exercised by Heads of Departments, subject to the conditions mentioned in the Office Memoranda under reference.

[ M.H.A. O.M. No. 43/3/68-Estt.(A), dated the 19th July, 1968. ]

**(4) Advance should be recovered in full and not in instalments.—**

A Government servant who is granted advance to enable him/her and/or members of his/her family to avail himself / herself of the LTC should refund it, in full, immediately, if the outward journey is not commenced within thirty days of the drawal of advance. Subsequently, since the Railways had raised the time-limit for reservation of seats / berths by six months (now sixty days) before the date of the journey, it was decided *vide* Department of Personnel and Training O.M. No. 31011/4/78 Estt.(A), dated 1-9-1978, that a Government servant can draw advance in respect of the journey proposed to be performed under the LTC Scheme by himself / herself and/or by the members of his/her family, sixty days before the proposed date of the outward journey. In such cases, it was further decided that the Government servant should produce Railway tickets within ten days of the drawal of advance to the competent authority to show that he/she has actually utilized the amount to purchase the tickets.

It has, however, been noticed that, due to administrative lapse in certain cases, the LTC advances which were not utilized to purchase the tickets in time remained unrecovered for many months. This Department takes a serious view of the matter. It is once again stressed that the above provision should be strictly observed. Ministry of Finance, etc., are requested to ensure that if the ticket is not purchased within the stipulated time, or the ticket having been purchased, the journey is not performed for one reason or the other, the full amount of the advance is recovered immediately, and no request for deduction of advance in convenient monthly instalments is entertained.

[ DoP&T O.M. No. 31011/11/85-Estt.(A), dated the 21st March, 1986. ]

**(5) Advance may be granted up to 90% of the estimated Fare.—** The President has been pleased to decide that employees of the Lakshadweep and A & N Administrations may be sanctioned an advance of 90% of the estimated ship fare from Island to Mainland and back for availing Annual Free Sea Passage. It has also been decided to increase the amount of advance for availing LTC from 80% to 90% of estimated fare in respect of the Central Government employees.

[ M.F. O.M. No. F. 17 (4)-E.II (A)/85, dated the 8th September, 1986. ]

**(6) Rate of penal interest on unutilized advance.—** During the course of inspection of field offices, it has been noticed by the Director of Inspection that there are numerous cases involving violation of the conditions or rules regulating the grant of LTC advances. The advances drawn by the staff members remain with them for indefinite periods or adjustment bills not submitted in accordance with the provisions of the GFRs and other connected orders.

Necessary watch over the receipt of adjustment bills / overpaid advances are also not kept scrupulously resulting in non-recovery of outstanding advances for long periods. In order to have effective watch over the recovery / adjustment of LTC advances, the field offices should maintain a Register of LTC claims as in the enclosed format. This register should be closed monthly in the last week and submitted to the Head of Office / Group Officer in charge of administration after analyzing the position of outstanding advances paid up to the end of preceding month for obtaining orders in regard to the recovery of outstanding advances where they are due for adjustment. In this register, all outstanding advances should be brought at opening entries [ See Page 150 ].

Some of the important points raised by the various field offices relating to LTC advances are clarified hereunder for the guidance of the field offices—

- |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(i) Whether the sanctioning authority has any option to charge penal interest in terms of the Ministry of Finance (Department of Expenditure), O.M. No. F. 23 (2)-E. II(A)/80, dated 22-10-1980, in respect of LTC advances granted, if the conditions laid down in the sanction issued by the competent authority are not complied with and/or the rules regulating the grant of these advances have been violated?</p> | <p>The sanctioning authority has no option but to charge penal interest, if the conditions laid down in the sanctions issued by the competent authority are not complied with and/or the rules regulating the grant of these advances have been violated.</p> |
| <p>(ii) What is the penal rate of interest to be charged from the defaulters?</p>                                                                                                                                                                                                                                                                                                                                           | <p>The rate of penal interest will be 2% over the interest rate allowed by the Government on the Provident Fund balances — vide M.F., O.M. No. F. 23 (2)-E. II(A)/93, dated 26-8-1993.— <i>GIO (2) below Rule 2 of Compendium of Rules on Advances.</i></p>   |

**(7) Administrative Authority to satisfy itself about charging or otherwise of penal interest.**— Whether the provisions laid down under GID 2 (i) below Rule 2 of Compendium of Rules on Advances regarding imposition of penal interest would apply even in cases, where the refund arises as a result of change in programme, proceeding on short leave, lack of hotel facility, non-availability of class of rail / hotel accommodation to which the Government servants are entitled and the excess drawal of advance is beyond the control of the Government servant?

Ministry of Finance, to whom the above issue had been referred, have clarified that it is for the Administrative Authority to satisfy itself, whether to charge penal interest or not in such cases. In view of the above clarification,



field offices may regulate the imposition of penal interest on T.A. / LTC advance claims.— [ C & A.G. Cir. letter, dated 7-12-1990. ]

[ C. & A.G. No. NGE/31/1982-No. 3422-NGE 1/6-81, dated the 27th November, 1982, and C. & A.G. No. 786-Audit. 1/85-90/III (154), dated the 7th December, 1990 and M.F., O.M. No. F. 23 (2)-E. II (A)/93, dated the 26th August, 1993. ]

**(8) Encashment of 10 days earned leave at the time of availing LTC.—**

It is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Fifth Central Pay Commission relating to leave, the President is pleased to decide that the existing provisions of the CCS (Leave) Rules, 1972 may be modified as follows in respect of civilian employees of the Central Government:—

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3. The Fifth Pay Commission has also recommended that all employees may be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the conditions that:—

(a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;

(b) earned leave of at least an equivalent duration is also availed of simultaneously by the employee;

(c) a balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and

\*(d) the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

This recommendation has also been accepted by the Government and, accordingly, encashment of earned leave may be allowed by the Ministries/ Departments subject to the prescribed conditions. The total encashment of earned leave allowed to a Government servant along with LTC while in service and as per the provisions of the CCS (Leave) Rules, 1972 should not exceed the maximum limit / ceiling of 300 days or 150 days, as the case may be.

4. The orders in Para. 3 above shall take effect from the date of issue.

5. The orders as per Paras. 1 to 4 above shall also apply to Government servants serving in Vacation Departments.

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[ O.M. No. 14028/7/97-Estt. (L), dated the 7th October, 1997. ]

\* *No deduction from 1-9-2008.*— The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain



unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

**2. These changes are effective from 1st September, 2008.**

3. The LTC claim pertaining to the period prior to 31st August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be re-opened.

[ G.I., Dept. of Per. & Trg., O.M. No. F. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008. ]

**(8-A) Encashment of earned leave along with LTC — Clarification.—**

The undersigned is directed to refer to DoP&T's O.M. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008 allowing encashment of earned leave along with LTC and to say that references have been received with regard to the number of times that a Government servant can avail of the encashment within the same block.

2. It is clarified that the Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave up to 10 days at the time of availing both types of LTCs, i.e. 'home town' and 'anywhere in India'. However, when the one and the same LTC is being availed of by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

[ G.I., Dept. of Per. & Trg., O.M. No. 14028/2/2012-Estt. (L), dated the 9th February, 2015. ]

**(8-B) Extract of Clarification regarding Leave encashment.— \*\*\***

**Question 7:** What is the limit of leave encashment while availing LTC by dependants or spouse within the same block year?

**Answer :** The Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave up to 10 days at the time of availing both types of LTCs, i.e., 'Hometown' and 'Anywhere in India'. However, when the one and the same LTC is being availed of by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

[ G.I., Dept. of Per. & Trg., O.M. No. I-11020/1/2014-Estt. (AL), dated the 28th April, 2015. ]

**(9) Encashment without any linkage to the number of days and the nature of leave availed.—** Rule 38-A of CCS (Leave) Rules, 1972 regarding encashment of earned leave along with LTC while in service says that Government servants are permitted to encash earned leave up to 10 days at the time of availing Leave Travel Concession subject to the condition that earned leave of at least an equivalent duration is also availed of by the Government servant simultaneously. This Department has been receiving a number of references from various Ministries / Departments to waive this condition citing practical problems faced by them as the facility of LTC is also admissible while availing Casual Leave.

2. The matter has been examined in this Department in consultation with the Ministry of Finance and it has now been decided to permit Government servants' encashment of earned leave up to 10 days at the time of availing LTC without any linkage to the number of days and the nature of leave availed while proceeding on LTC.

3. These orders shall take effect from the date of issue.

4. Formal amendment to the provisions of CCS (Leave) Rules, 1972 are being issued separately.

[ G.I., Dept. of Per. & Trg., O.M. No. 14028/4/2009-Estt. (L), dated the 3rd June, 2009. ]

**(10) Encashment of earned leave along with LTC for Central Government employees who have opted out / not entitled to LTC.**— It is directed to refer to DoP&T O.M. No. 31011/4/2008-Estt. (A), dated 23-9-2008, allowing encashment of earned leave along with LTC and to say that various references are being received from Ministries / Departments with regard to the applicability of Rule 38-A of the CCS (Leave) Rules, 1972 to the Central Government employees. In this regard it is clarified that—

- (1) Central Government employees governed by CCS (Leave) Rules, 1972 who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in PSUs / Corporation / Autonomous Bodies etc., and
- (2) Central Government employees governed by CCS (Leave) Rules, 1972 who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railways / National Airlines who are entitled to privilege passes / concessional tickets are entitled to leave encashment while availing the LTC facility of their spouse / privilege passes / concessional tickets of their spouse on fulfilment of all the conditions as stipulated in Rule 38-A of the CCS (Leave) Rules, 1972 twice in a four years block of LTC.

[ G.I., Dept. of Per. & Trg., O.M. No. 14028/2/2009-Estt. (L), dated the 24th November, 2009. ]

**(11) Encashment of 10 days earned leave along with LTC by re-employed pensioner.**— It is directed to refer to DoP&T, O.M. No. 31011/4/2008-Estt. (A), dated 23-9-2008 allowing encashment of earned leave along with LTC and to say that various references are being received from Ministries / Departments with regard to the applicability of encashment of earned leave by re-employed pensioners.

2. In this regard, it is clarified that re-employed pensioner will be entitled to encashment of Earned Leave along with LTC during the period of re-employment up to the limit of 60 days in accordance with Rule 38-A (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service), provided he is entitled to LTC.

[ G.I., Dept. of Per. & Trg., O.M. No. 14028/1/2010-Estt. (L), dated the 2nd March, 2010. ]



**(12) Encashment of Leave on Average Pay along with All India Leave Travel Concession (AILTC) in a block of four years (i.e. 2018-2021 onwards) on surrender of Privilege Passes (PP).—** In terms of the instructions issued *vide* Board's letter No. E (W) 2017/PS 5-1/3, dated 10-9-2018, Railway employees have been allowed the facility of All India LTC facility in accordance with the Central Civil Services (Leave Travel Concession) Rules, 1988. As leave encashment of 10 days' EL is allowed along with LTC on civil side, the matter of allowing encashment of up to 10 days LAP to Railway employees availing AILTC as per the aforesaid orders, dated 10-9-2018 has been under consideration of the Board.

2. The Board, after due consideration, has decided that since the Railway employees have been allowed optional AILTC in accordance with the Central Civil Services (Leave Travel Concession) Rules, 1988, Railway servants availing the facility of AILTC in terms of Board's instructions, dated 10-9-2018 mentioned in Para. 1 above may also be allowed to encash LAP up to 10 days.

3. In terms of Para. 2 (ix) of the Department of Personnel and Training's O.M. No. 31011/15/2017, dated 27-3-2018, in case of the Government employees whose spouse is working in Railways, want to avail All India LTC, either independently or with family members, then he/she/they may be allowed subject to the condition of surrendering privilege passes admissible in that calendar year for him/her/them and an undertaking in this regard shall be given by the Government servant to his office.

4. In the cases mentioned in Para. 3 too, the spouse of the Government employees working in Railways may be allowed to avail encashment of leave up to 10 days on the All India LTC availed by the Government employee in terms of Para. 2 (ix) of DoP&T's O.M., dated 27-3-2018 mentioned above.

5. All the other existing laid down conditions on encashment of LAP shall remain the same.

[ G.I., Ministry of Railways, Railway Board, RBE No. 157/2018, Letter No. D-43/15/2018-F (E) III, dated the 11th October, 2018. ]

**16. Fraudulent claim of leave travel concession.— (1) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against a Government servant on the charge of preferring a fraudulent claim of leave travel concession, such Government servant shall not be allowed the leave travel concession till the finalization of such disciplinary proceedings.**

**(2) If the disciplinary proceedings result in imposition of any of the penalties specified in Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Government servant shall not be allowed the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Controlling Authority can also disallow more than two sets of leave travel concession.**



**(3) If the Government servant is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession withheld earlier as additional set (s) in future block years but before the normal date of his superannuation.**

EXPLANATION.— For the purpose of this rule, leave travel concession to home town and leave travel concession to any place in India as specified in clauses (a) and (b) of Rule 8 shall constitute two sets of the leave travel concession.

## GOVERNMENT OF INDIA'S DECISIONS

**(1) Determination of the genuineness of the claim.**— It is directed to refer to M.H.A., O.M. No. 43/5/57-Estt. (A), dated 11-12-1958 and to say that according to the aforesaid O.M., the Controlling Authority can, while accepting the LTC claim of a Government servant, relax requirements of minor nature, such as production of cash receipts, serial number of tickets, etc., if he is otherwise satisfied about the genuineness of the claim. In view of this provision, doubts have been expressed by various Ministries / Departments as to whether it is obligatory on the part of the Controlling Authority to enclose cash receipts, tickets, serial number of tickets, etc., produced by the Government servant in support of his claim, when the bills is sent to the Accounts Officer, or any other authority prescribed in this regard, for payment. The question has been considered in consultation with the Controller-General of Accounts and it has been decided that in order to enable the Accounts Officer to check the correctness of the calculations made in respect of an LTC claim as to whether it is with reference to the shortest direct route and also to enable him to check the entitlement by applying the prescribed formula in cases where journeys have been performed by more than one mode of transport, the LTC claim sent to the Accounts Officer should invariably be accompanied by the evidence produced by the Government servant in support of his claim. Where any relaxation is granted by the Controlling Authority, a certificate to this effect, indicating the nature of relaxation should also be enclosed on the claim.

2. Another related question has also arisen. As all the Ministries / Departments are aware, the Railways have discontinued the practice of issuing money receipts for the journey tickets purchased by the passengers. In view of this, a genuine difficulty is faced by Government servants in the production of Railway cash receipts in support of their claims under the LTC Scheme. The view has also been expressed in some quarters that it may be difficult for the Controlling Authorities how to satisfy themselves about the genuineness of the claim in the absence of Railway cash receipt, for journeys by train.

3. The matter has been considered in consultation with the Ministries of Finance and Railways. The Ministry of Railways are not in favour of restoring the arrangements for issuing money receipts for the tickets purchased. However, attention is invited to this Department's O.M. No. 31011/4/78-Estt. (A), dated the 1st September, 1978, which stipulates that where LTC advance has been drawn, the Government servant should produce Railway cash receipts within ten days of the drawal of advance to the competent authority to show that

he has actually utilized the amount to purchase the tickets. Now that the Railways have discontinued the practice of issuing cash receipts for journey tickets, the Government servant should produce the Railway tickets within ten days of the drawal of the advance. Where no advance has been drawn, it will be sufficient if a Government servant indicates the ticket numbers in his claim, as already provided in the existing instructions.

4. As regards the satisfaction of the Controlling Authority regarding the genuineness of the claim in the absence of cash receipts, the Controlling Authority can satisfy itself by verifying the claim with reference to the evidence actually produced by the Government servant in support of his claim. If the Controlling Authority has any reason to doubt the genuineness of the evidence produced by the Government servant in support of his claim, it can ask the Government servant to produce such other evidence as may be considered necessary to substantiate his claim. If the Controlling Authority is still not satisfied about the genuineness of the claim, it is open to it to reject it.

5. Further, a Government servant has to certify about the journey having been performed by the class of accommodation / mode of conveyance for which the claim has been preferred. If this certificate is found to be false in any particular case, the Government servant concerned can be proceeded against departmentally. A full probe can also be made, wherever necessary, by the Controlling Authority to satisfy itself about the genuineness of the claim. If the claim is found to be false, disciplinary action can be taken against the Government servant concerned.

6. Apart from the general principles enunciated in Paras. 4 and 5 above, the Controlling Authority can also have recourse to the procedure indicated in the special instructions like those contained in this Department Office Memorandum No. 31011/8/79-Estt. (A), dated 25-1-1980.

[ O.M. No. F. 31011/11/79-Estt. (A), dated the 6th March, 1981 ]

**(2) Both PNR No. and Ticket No. should be furnished.**— \*\*\* Indian Railways maintain the records of ticket booking with reference to PNR No. indicated in the ticket and as such Indian Railways have expressed their inconvenience in furnishing verification certificate on the basis of Ticket No. to the Controlling Authorities who made references in the case of doubt about the claim. It has, therefore, now been decided that all the Government servants should indicate the PNR No. in their LTC claims in addition to Ticket No.

2. The instructions contained in the DoP & AR O.M. No. F. 31011/11/79-Estt. (A), dated 6-3-1981 are modified to the extent mentioned in Para. 1 above.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these instructions issue in consultation with the Comptroller and Auditor-General of India.

[ G.I., Dept. of Per. & Trg., O.M. No. 31011/11/2000-Estt. (A), dated the 23rd April, 2001. ]



**(3) Procedure to verify LTC claims.**— The Government of India have had under consideration the question of prescription of uniform certificates to ensure that the various conditions governing the grant of Leave Travel Concession as laid down in the Ministry of Home Affairs, O.M. No. 43/1/55-Ests. (A)-Part II, dated the 11th October, 1956, as amended from time to time, are satisfied, before the claims for the Leave Travel Concession are passed for payment. It has been decided that the two certificates (*copies enclosed*), one from the Controlling Officer and the other from the Government servant concerned should be submitted to the Audit Authorities along with the T.A. bills for travel concession.

#### CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified—

- (i) that Shri / Shrimathi / Kumari ..... (*name of the Government servant*) has rendered continuous service for one year or more on the date of commencing the outward journey.
- \* (ii) that necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 43/1/55-Ests. (A)-Part II, dated the 11th October, 1956, have been made in the Service Book of Shri / Shrimathi / Kumari .....

*(Signature and designation of the Controlling Officer)*

#### CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 20..... and 20.....

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with ..... children. This claim is in respect of the journey performed by my wife / myself with ..... children none of whom travelled with the party on the earlier occasion.

3. The journey has been performed by me / my wife with children to the declared "home town", viz .

4. That my husband / wife is not employed in Government service

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That my husband / wife is employed in Government service and the concession has not been availed of by him/her separately for himself / herself or any of the family members for the concerned block of two years.

*Signature of the Government servant*

[ O.M. No. 43/11/53-Ests. (A), dated the 11th November, 1959. ]

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\* For non-Gazetted officers only.



**17. Interpretation.** — If there is any doubt regarding any of the provisions in these rules, the matter shall be referred to the Government of India in the Department of Personnel and Training, who shall decide the same.

**18. Power to relax.** — Save as otherwise provided in these rules, where any Ministry or Department of the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry or Department, as the case may be, may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exception and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Department of Personnel and Training.

**19. Saving.**— All the existing instructions which are not contrary to any of the provisions of these rules and all instructions which cover matters not specifically covered by these rules, shall continue to be in force until they are amended, modified or cancelled.

## FORMS

### Application Form for grant of LTC advance

1. Name of the Government servant      ...      ...
2. Designation      ...      ...
3. Date of entering the Central Government Service ...
4. Pay + SI + NPA      ...      ...
5. Whether permanent or temporary      ...      ...
6. Home town as recorded in the Service Book      ...
7. Whether wife / husband is employed and if so whether entitled to LTC      ...      ...
8. Whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed      ...      ...
9. (a) If the concession is to visit "anywhere in India", the place to be visited      ...      ...
- (b) Block for which to be availed
10. Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route      ...

## 11. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name and age	Relationship
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## 12. Amount of advance required ₹

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date

Signature

**CHECK - LIST**  
(For use in Office)

1. Particulars in Cols. 1 to 6 verified
2. Amount entitled for reimbursement ₹
3. Advance admissible (90% of amount in 2)  
Advance of ₹ ..... may be sanctioned

D.A.

J.A.O. / S.O.





## 7. Details of journey(s) performed by Government servant and the members of his/her family:

Departure	Arrival	Distance in km	Mode of travel	Class of Accommo- dation used	No. of fares	Fares paid		Remarks
						₹	P.	

8. Amount of advance, if any, drawn ... .. ₹ .....

## 9. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given):

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					₹	P.

## 10. Particulars of journey(s) performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare ₹ P.
From	To		

## CERTIFIED THAT—

1. The information as given above is true to the best of my knowledge and belief;
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years ..... to .....
3. That my husband/wife for whom LTC is claimed by me is employed in ..... (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date .....

Signature of Government servant





## REGISTER OF LTC CLAIMS

Sl. No. (1)	Bill No. & Dt. of Advance / Final Bill (2)	Name & Designation of Govt. servant (3)	Block Year (4)	Place of visit (5)	For whom claimed (6)	Amount of Advance / Final claim (7)	Bill No. & Date of Adjustment (8)	Date of Receipt of claim (9)	Gross Amt. of the bill (10)	Net Amt. (11)	Remarks (12)

NOTES.— 1. Entries for advance bill should be made in red ink.

2. In case of final claim where no advance has been drawn, Columns (1) to (7) only need to be filled up.

3. In case of adjustment bills, Columns (9) to (12) against the Sl. No. of the advance bill should be filled up while passing the net claim.

4. If net amount of the adjustment bill is for a minus amount, particulars of recovery of the balance should be indicated in Column (12).

(1) The two certificates, one from the Controlling Officer and the other from the Government servant concerned should be submitted to the audit authorities along with the T.A. bills for travel concession.

## CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

*Certified—*

(i) that Shri / Shrimati / Kumari (name of the Government servant) ..... has rendered continuous service for one year or more on the date of commencing the outward journey.

\* (ii) that necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 43/1/55-Ests.(A)-Part II, dated the 11<sup>th</sup> October, 1956, have been made in the Service Book of Shri / Shrimati / Kumari .....

(Signature and designation of the Controlling Officer)

## CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 20 ..... and 20 .....
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with ..... children. This claim is in respect of the journey performed by my wife/myself with ..... children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared 'home town', viz .....
4. *That my husband/wife is not employed in Government service.*

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That my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years.

*Signature of the Government Servant*

## XXI

### HOLIDAY HOMES

G.I., Dir. of Estates, O.M. No. D-11016/71/2014-Region,  
dated the 25th November, 2014

**Terms and Conditions of Online Booking of Accommodation of Holiday Homes and Touring Officer's Hostels under Ministry of Urban Development / Directorate of Estates.**— It has been decided to commence online payment for online booking of accommodation of holiday homes / touring officers' hostels / guest houses with effect from 1st December, 2014 and accordingly, **Terms and Conditions for the same has been laid down as follows:—**

#### 2. Definition

- (i) Applicant / Customer / Common Customer means Sitting Member of Parliament, Serving / Retired Central Government Employees, Serving / Retired employees of State Governments / Union Territories / Central / State PSUs / Autonomous / Statutory Bodies employees.
- (ii) Family means spouse / dependent family member of Government servant.
- (iii) Guest means persons other than mentioned at sub-para. (ii) above.
- (iv) Booking means granting permission to applicants / visitors *vide* Confirmation Slip by Directorate of Estates for occupying rooms / suites of holiday homes / touring officers hostels for specified period subject to authentication of personal details appearing in Confirmation Slip by administrative office of the applicants.

#### 3. Eligibility for booking

All applicants mentioned at Para. 2 (i) will be eligible holiday homes / touring officers hostels / guest houses for themselves and their spouse / dependent family members and guests. Applicant / officers drawing Grade Pay of not less than ₹ 8,700 will be eligible for VIP suites of Grand Hotel Shimla while Gazetted Officers drawing Grade Pay not below ₹ 4,600 will be eligible for VIP suites of other holiday homes / touring officers respectively. All applicants will be eligible for other types / units of room / suites.

#### 4. Time-Limit for Online Booking

- (i) Serving Central Government employees can book accommodation 30 (Thirty) days in advance from the Check-in-date.
- (ii) Retired Central Government Employees can book 15 (Fifteen) days in advance from the Check-in-date.
- (iii) Other applicants can book 7 (Seven) days in advance from the Check-in-date.



## **5. Priority in Booking**

Booking will be made through automated online system primarily on 'first-come first-serve' basis subject to fulfilment of prescribed eligibility, time-limit and payment of booking charges, etc.

## **6. Issue of Booking Confirmation Slip**

Confirmation Slip, after complete online process and successful / complete payment of booking charges to Directorate of Estates for the specified booking period by the applicant through debit card / credit card (subject to activation) and internet banking, will be generated online and applicant will be required to take out print for the same for displaying / submitting to caretaker / concerned authority of holiday home / touring officer's hostels to occupy the accommodation for specified booking period. Applicants have to use their own debit card / credit card / net banking for booking.

## **7. Submission of online application**

Applicants will fill up all fields of online application. They have to upload a colour passport photo, a copy of ID Card issued by their present employers and in case of retired employee, a copy of PPO or Pensioner ID Card. Mandatory filed including applicants' Permanent Account Number (PAN), Aadhar Card Number, Date of Birth, Personal Mobile No., Office Telephone No., etc. will not be left blank. After filling up all fields, the applicant has to submit the application form and thereafter, the system will lead to Payment Gate Way. After successful payment of booking charges to Directorate of Estates / Booking Agency, booking request will be processed as per prescribed procedure and agreement with the Axis Bank / any other Bank, confirmation slip will be displayed along with Booking ID No. A copy of confirmation slip can also be generated after filling Booking ID No. and PAN / ID Card No. in the relevant box.

## **8. Rooms not occupied after confirmed booking**

After the confirmed booking, cancellation is not permitted.

## **9. Refund**

There is no provision for refund of booking charges even if the accommodation is not occupied or partly occupied or vacated early. No correspondence in this regard will be entertained.

## **10. Failed Transactions**

In case of failed transactions, applicants will have to claim to Axis Bank / concerned Bank itself and Directorate of Estates will have no role in failed transactions.

## **11. Collection and Crediting of Booking Charges by Bank**

Authorized Bank by Directorate of Estates will collect booking charges through their payment gate way and credit the same in the Government account

(Directorate of Estates / Ministry of Urban Development) specified for the said purpose. In case of failed transactions, the concerned Bank has to settle with the customer directly.

## 12. Booking Charges

Booking charges will be applicable in terms of Directorate of Estates Office Memorandum No. D-11028/23/82-Regions (Vol. II), dated the 10th July, 2012 till the further revision of the rates of charges. In addition to booking charges, customers have to also pay transaction charges / convenience charges / service charges per agreement with Axis Bank and RBI guidelines in this regard. In case applicant himself / herself is not visiting to holiday homes / touring officer's hostels, normal booking charges will be applicable for spouse / dependent family members while private charges will be applicable for guests.

## 13. Transaction Charges / Service Charges / Convenience Charges

These charges have to be paid to concerned bank. Axis Bank will separate these charges from booking charges and only booking charges will be credited into Government account by Axis Bank or as per specific agreement made in this regard.

## 14. Booking of more than one room

Only one room / suite will be booked in the name of applicant / spouse for the same period and same holiday home / touring officer's hostel / guest house. There is no provision for allotment of more than one room / suite. However, in exceptional circumstances, additional room will be provided on payment of booking charges / rent @ rate of private charges at the sole discretion of the Allotting Authority and subject of availability. However, there will be no advance booking more than five days in advance from check-in date in such cases.

## 15. Period of booking

Accommodation is provided for a period not exceeding 5 nights. In Holiday Homes / Touring Officer's Hostels / Guest Houses at Mussorie and Goa which have very few units but attract visitors throughout the year, the period of stay has further been restricted to 3 nights maximum. In exceptional cases, accommodation in excess of this limit can be permitted with the prior approval of Competent Authority.

## 16. Fraudulent Booking

Only eligible applicants are entitled for booking of holiday homes / touring officer's hostels / guest houses. In case of fraudulent booking, following action will be taken:

- (i) Booking will be invalid and visitors will not be allowed to enter in the holiday homes / touring officer's hostels / guest houses.
- (ii) Booking charges will be forfeited and three times of booking amount will be levied as penalties from the applicants / visitors.

(iii) FIR will be lodged under relevant penal provisions of IPC.

**(Fraudulent booking means wrong information provided by the applicant intentionally).**

### 17. Emergency Quota

Director of Estates / Allotting Authority is authorized to keep any room in reserve to meet urgent requirements of unforeseen nature or to accommodate VIPs and/or Senior Officers. The Allotting Authority is empowered to reduce the period of booking, or to cancel the booking altogether, or change the previously booked room, to meet such emergent requirements.

### 18. Check-out time

9 a.m. and Check-in time: 11 a.m. to 12:00 noon. However, to avoid inconvenience to the visitors who reach the destination early in the morning after night journeys, the occupants are advised to vacate the rooms at the earliest on the last day of stay.

### 19. Right to Admission

The entry to the Holiday Home / Touring Officers' Hostels / Guest Houses will be strictly on production of valid Identity Card / PAN Card issued by the Government and the attested / verified details mentioned in the application form and confirmation letter by the concerned administrative office. **Entry to holiday homes / touring officers will be allowed only after depositing / submission of valid booking slip / authority slip along with verified application form and production of Identity Card.**

### 20. Booking not transferable

Because of security considerations, the entry to the Holiday Home / Hostel will be restricted to the person whose name appears on the booking slip and his / her dependent family members and guests. The caretaking staff is authorized to disallow provision of accommodation if the applicant is not present physically at the time of checking in, even though he is carrying the confirmation slip. Likewise the entry of the additional persons accompanying the authorized visitor can also be refused.

### 21. Identity Card in case applicant himself / herself is not visiting:—

- (a) **Dependent family members:** If not accompanying the Government servant / applicants, they must carry along with confirmation slip / letter, (a) a photocopy of the Government servant's Identity Card and Pan Card, (b) Proof of their own identity specifying their relationship with the Government servant, and (c) Certificate of Dependence issued by administrative authority of the applicant. A copy of the CGHS card containing their photographs can also be accepted for applicants covered under CGHS scheme.
- (b) **Guest:** *Guests must carry along with confirmation letter / slip, a self attested photocopy of the Government servant's Identity Card*



and (b) proof of their own identity; otherwise they will not be allowed to enter in the holiday homes / touring officer's hostels / guest houses.

## **22. Retired Government servants availing the facility of Holiday Homes / Touring Officers' Hostels**

As the entries in the Check-in / Arrivals Register are to be made by the Retired Government servant in their own writing, the presence of retired Government servant is necessary at the time of checking in. A photocopy of the PPO should also be presented at the time of checking in.

## **23. Capacity of rooms**

The capacity of double bedded room is two persons, four bedded room is four persons, VIP suites in Grand Hotel Shimla is four persons and VIP suites in other holiday homes / touring officers hostels is two persons. In addition to above, two persons / children are also allowed in the room / suite if the applicant desires for the same, however, the booking agency / caretaker will not provide additional facilities in such cases.

## **24. Facilities**

The caretaking staff will provide to the guests the following items only once at the time of occupation of the rooms : toilet soap (small) — one, washed towel — one, washed bed-sheet / bed-cover — one set, washed pillow covers — one set, fresh toilet-paper roll. The guests are advised to make their own arrangement for additional needs as per their requirement.

## **25. Occupation after booking period**

Occupation of the room, after expiry of the booking period, will be unauthorized. Such occupant(s) are liable to face eviction by the caretaking staff without any prior notice, and imposition of damages.

## **26. Washing charges**

The caretaker is authorized to charge **washing charges @ ₹ 30** per day per room from the occupants and issue receipt. The fund so collected will be kept in the custody of the JE / Caretaker concerned and will be used for washing the towels, bed-sheets, curtains, quilts regularly.

## **27. Catering facility**

The catering charges wherever available will be settled by the guests with the caterer of the Holiday Home / household staff directly before check-out.

## **28. Feed-back**

Any complaints / suggestions regarding maintenance, house-keeping, catering or misconduct on part of the caretaking staff should be brought to the notice of the Director of Estates, Nirman Bhawan, New Delhi, and / or the Allotting Authority in writing.

**29.** Cooking and intoxicating is strictly prohibited in the rooms of Holiday Homes / Touring Officers' Hostels.

## **30. Proper Decorum**

The Guests are advised to maintain decency and decorum throughout the stay period. Causing inconvenience / disturbance to other inmates through noise or rowdy behaviour will be dealt with sternly. Consumption of intoxicants in the premises is strictly prohibited.

**31.** Pets are not allowed in the Holiday Homes / Touring Officers' Hostels.

## **32. Damage to property**

The occupants will be liable to make good of any damage / loss to property, fixture, fittings and furniture during the period of their stay in the Holiday Home / Hostel.

## **33. Visitors of the Guests**

No unauthorized person(s) will be allowed to stay with or visit the Guests in the Holiday Home / Touring Officer's Hostel / Guest House.

## **34. Breach of Conditions**

In case the accommodation is not vacated on the expiry of the period or for breach of any terms and conditions stated above, the occupants will be summarily evicted physically, with force if necessary, without any notice, under Section 3-A of the Public Premises (Eviction of Unauthorized Occupants) Act of 1971, notwithstanding any other action that may be taken against him / her under the relevant Allotment Rules / Service Rules. They will also liable to pay market rate of licence fee as damages.

## **35. Warning**

Unauthorised / ineligible persons are not allowed for booking of holiday homes / touring officer's hostels and any attempt would be treated as fraudulent booking and such persons will be held responsible and action will be taken under Information Technology Act, 2000 and its Regulations and Indian Penal Code (IPC). All applicants are advised to **use their own debit eard / credit card / internet banking.**

### 36. Disclaimer


There is no provision for refund of booking charges even if the rooms / suites remain unutilized or vacated early by the applicant. Claim of Charge back will not be considered / permitted / allowed by the Bank.

## HOW TO APPLY?

### FOR ONLINE BOOKINGS

Online bookings\* are made through Website of Holiday Homes, i.e. [http:// holidayhomes.nic.in](http://holidayhomes.nic.in)

#### Online Booking Flow Chart

- 
- Step I : Press the button — Apply Online.
- Step II : Apply for Booking.
- Step III : Filling all details in application form.
- Step IV : After completing application form, the system, subject to availability of room, will lead to Payment Gateway where applicants have to pay booking charges along with convenience charges / transaction charges / service charges reflecting on the screen **through debit card and Internet banking.**
- Step V : After successful payment to be confirmed by the bank, the room will be allotted to such applicant by the system and booking confirmation slip will be generated along with SMS.

NOTE.— 1. Confirmation Slip after verification from the Administration of the applicant needs to be submitted at the counter of Holiday Home.

2. There is no provision for cancellation / refund once the applicant has submitted the application / booking charges and consequently booking is confirmed.

\*Other conditions of booking will be applicable as per Terms and Conditions of booking to be made by Directorate of Estates.



**OFFLINE\***

**holidayhomes.nic.in**



**TAKE PRINT FORM  
FROM THE WEBSITE**

- (a) Fill all the sections of application form and thereafter, get it verified by the applicant's office. Retired Government employees should enclose copy of the PPO / Pensioner I.-Card and submit the application.
- (b) Enclose Pay Order / Demand Draft / Banker's Cheque for the full amount of room charges, etc.
- (c) Deliver the complete application + Demand Draft / Banker's Cheque to concerned Booking Authority.
- (d) Queries, if any, may be sent to concerned booking authority.

\*Application will be accepted only where booking is made through offline. Confirmation will be subject to availability.

**HOLIDAY HOMES AND TOURING OFFICERS' HOSTELS  
UNDER MINISTRY OF URBAN DEVELOPMENT  
(DIRECTORATE OF ESTATES AND CPWD)**

**Section A : Holiday Homes**

Sl. No.	Name of Stations	Address and Contact Numbers	Allotting Authority
1.	Agra (U.P.)	Holiday Home for the Central Government Employees, Sikandra Sector 15, (Near Kar-Kunj Chauraha, Income Tax Colony), Sikandra, Agra - 282 002. Tele. No. : 0562-2850556	Only online applications (Taj Mahal remains closed on Fridays)
2.	Ajmer	Ajmer Holiday Home (Near Church), Opp. Verma Petrol Pump, Agra Gate, Ajmer (Rajasthan) Tele. No. : 0145-2626012	Only online applications
3.	Amarkantak (M.P.)	Central Government Holiday Home, (Near Nain Narmada Temple), Amarkantak, Madhya Pradesh Pin - 484 886 Tele. No. : 07629-269416 Contact Nos.: MP Tourism Tele. No. : 011-23326528, 011-23711187, 011-23311186 E-mail: delhi@mptourism.com website: www.mptourism.co	Manager (Reservations) Madhya Pradesh Tourism Development Corporation, 56, Alps Building, Ground Floor, Opposite Janpath Market, (Near Yes Bank), New Delhi - 110 001. Tele. No. : 011-23326528, 011-23711187, 011-23311186 E-mail: delhi@mptourism.com [ Applications for booking to be routed through AD (Regions), New Delhi ]
4.	Goa	Central Government Holiday Home, Central Government Residential Complex, Bambolim [Near Nirman Bhawan and Holy Cross Church] [ Opp. Bambolim Cross on Panji- Madgaon Highway ], Goa. Pin - 402 233 Tele. No. : 0832-2458555 Fax : 0832-2458292 [ 10 Km from Panjim, 25 km from Madgaon Railway Station on Panjim-Madgaon Highway, Landmark: Holy Cross Church ]	Only online applications
5.	Gangtok	Gangtok Holiday Home CPWD Colony, In front of Vajara Cinema Hall, Baluwakhani, Gangtok - 737 103 Tele. No. : 03592-203499	Only online applications

Sl. No.	Name of Stations	Address and Contact Numbers	Allotting Authority
6.	Jaisalmer	Jaisalmer Holiday Home, Nirman Sadan, Transport Nagar, Jaisalmer - 345 001 Tele. No. : 02992-2250698	Only online applications
7.	Kanyakumari (Tamil Nadu)	Holiday Home for Central Government Employees, Kovalam Road (Opp. New Light House), Kanyakumari, Pin - 629 702 Tele. No. : 04652-246994, 0452-2535940	Only online applications
8.	Madurai	Thiru K. Kamaraja Holiday Home, Plot No. C-1, Tamil Nagar, Koodalpudur, Anaiyur (PO) Madurai - 625 017 (Tamil Nadu). Tele. No. : 0452-2661892, 0452-2535940 Fax: 0452-2661891	Only online applications
9.	Mysore (Karnataka)	Holiday Home, CPWD Office Campus, T. Narasipur Road, Sidhartha Nagar, Geeta Convent Stop, Mysore - 570 011. Tele. No. : 0821-2473661 0821-2473649 Fax : 0821-2470601 [Mysore Palace beautifully lighted on Sundays and all public holidays. Brindavan Garden - 'Musical' Dancing Fountains' Timings: Monday-Friday: 6:30 p.m. - 7:25 p.m. and Saturday - Sunday: 6:30 p.m. - 8:25 p.m.]	Only online applications
10.	Mussoorie (Uttaranchal)	Nandanvan Tayabji Guest House, CPWD 05, Southwood Cottage, ITBP Campus (Near Library Chowk Mall Road, Opp. Padmini Nivas), Mussoorie - 248179. Tele. No.: 0135-2222253 0135-2222250 0135-2636982	Only online applications
11.	Nainital (Uttaranchal)	Central Government Employees Holiday Home, Khurpatal, Nainital - 260 031 Tele. No. : 05942-240330	Only online applications
12.	New Delhi (West Kidwai Nagar)	Central Government Touring Officers' Hostel, Kidwai Nagar (West), New Delhi. Tele No. : 011-24100023	Only online applications (Only for officers having Pay Level 11 and above)



Sl. No.	Name of Stations	Address and Contact Numbers	Allotting Authority
13.	Ooty (Tamil Nadu)	Holiday Home for Central Government Employees, Good Shed Road, Near Railway Station, M. Ooty, Tamil Nadu - 643 001 Tel: 0423-2450019, 0423-2450009	Only online applications
14.	Port Blair	Central Government Holiday Home, Kendriya Sadan, Ranchi Basti, Lamba Line, Port Blair-744 103 Tele. No. 03192-240221 03192-233583 (Fax) 03192- 241906	Only online applications
15.	Patna	Central Government Holiday Home, CRPF Campus, Near Rajiv Nagar, Thana, Ashiyana-Digha Road, Patna - 800 025 Tele. No. : 0612-2565102	Only online applications
16.	Shimla (H.P.)	Grand Hotel, The Mall Road, Shimla - 171 001 Tele. No. : 0177-2658121 (Office) 0177-2652587 (Reception)	Only online applications (VIP Room for officers having Pay Level-13 and above)
17.	Tirupati	Central Government Holiday Home, CPWD Office Building Complex, IS Mahal Road, Nehru Nagar, Tirupati - 517 501 Telefax: 0877-226221 / 0877-2260169	Only online applications
18.	Udaipur (Rajasthan)	Central Government Holiday Home, G - Block, Sector - 14, (Near C.A. Circle), Udaipur - 313 001 (Rajasthan). Telefax : 0294-2467118	Only online applications

### Section B: Touring Officers' Hostel

1.	Agra (Kar-kunj, Sikandra)	CPWD Touring Officers' Hostel, Sikandra Sector - 15, Near Kar-Kunj (Income Tax Colony), Sikandra, Agra - 282 002	Executive Engineer, Agra Central Division, Kendralaya, 63/4, Sanjay Place, Agra - 282 002. Fax : 0562-2523697 Tele. No. : 0562-2850556
2.	Agra (Sanjay Place)	Touring Officers' Hostel, 63/4, 3rd Floor, Kendralaya, Sanjay Place, Agra - 282 002. Tele. No. : 0562-2850556	Only online applications
3.	Ajmer	Central Government Touring Officers' Hostel, Civil Line, New Kachehari Road, Ajmer - 300 501 Tele. No. : 0145-2627532	Executive Engineer, Ajmer Central Circle CPWD, Ajmer

Sl. No.	Name of Stations	Address and Contact Numbers	Allotting Authority
4.	Allahabad	Central Government Touring Officers' Hostel, 34-A, Mahatma Gandhi Marg, Allahabad - 211002. Tele. No. : 0532-2407849, 0532-2617428	Only online applications
5.	Amritsar	Central Government Touring Officers' Hostel, 2/1, Ram Tirath Road, Army Recruitment Centre, Amritsar - 143 001 (Punjab), Tele. No. : 0181-2560910	Executive Engineer, Amritsar Central Division, CPWD, 2/1, Ram Tirath Road, Amritsar - 143 001 Tele. No. : 0183-2560910 Fax : 0183-2225822
6.	Bangalore (Domlur)	Central Government Touring Officers' Hostel, Near Enquiry Office (Civil), CPWD Quarters, Domlur, Bangalore - 560 071 Tele. No. : 080-25352066, 080-25535012	Executive Engineer, Bangalore Central Division-II, CPWD, 'C' Wing, 2nd Floor, Kendriya Sadan, Koramangala, Bangalore - 560 034 Tele. No.: 080-25535018 080-25504781 Fax : 080-25535363
7.	Bangalore (Koramangala)	Visvesvaraya Guest House, 17th Main, II-Block, Behind Kendriya Sadan, (Near Koramangal Water Tank) Koramangala, Bangalore - 560 034 Tel: 080-25522042, 080-25530552	Only online applications
8.	Bhubaneswar	Inspection Bungalow Central Public Works Department, Nayapally, Unit-VIII, (Near CRP Circle), Bhubaneswar - 751 012 Tele. No. : 0674-2560828 (caretaker Kritivyasrawat- 09777157055)	Only online applications
9.	Chandigarh	Central Government Touring Officers' Hostel, Sector 7-B, Chandigarh, Tele. No. : 0172-2795389 0172-2741194	Only online applications
10.	Chennai (Shastri Bhawan)	Touring Officers' Hostel, 6th Floor, Shastri Bhavan, 26-Haddows Road, Chennai - 600 006 Tele. No. : 044-2823 5595 044-2826 0788	Only online applications
11.	Chennai (Rajaji Bhawan)	Touring Officers' Hostel, 'G' Wing, CGO Complex, Rajaji Bhavan, Besant Nagar, Chennai - 600 090 Tele. No. : 044-2491 1771 044-2491 6077	Only online applications

Sl. No.	Name of Stations	Address and Contact Numbers	Allotting Authority
12.	Cochin	Central Government Touring Officers' Hostel, (Near Homoeo. Dispensary), Pulleppady, Kathrikkadavu, Cochin. Tele. No.: 0484-2400226 Fax. 0484-2423386	Only online applications
13.	Dehradun	Central Government Touring Officers' Hostel, Central Government Officers' Residential Complex, 19, Subhash Road, Near Darshanlal Chowk Panchati Mandir, Dehradun - 248 001	Only online applications
14.	Delhi (Curzon Road)	Central Government Touring Officers' Hostel, 'F' Block, Curzon Road Hostel, Kasturba Gandhi Marg, New Delhi - 110 108 Tele. No.: 011-23389775	Only online applications
15.	Delhi (Aliganj, Lodhi Colony)	Central Government Touring Officers' Hostel, Aliganj, Lodhi Colony, New Delhi	Executive Engineer, D-Division, CPWD, D-II/28, Kidwai Nagar (W), New Delhi - 110 023 Tele. No.: 011-24107507 011-26876371 Fax : 011-26176017
16.	Delhi (HUDCO Place)	Central Government Officers' Guest House, HUDCO Place, New Delhi Tele. No.: 011-26254772	Only online applications (Only for officers having Pay Level 11 and above)
17.	Delhi Asia House	Central Government Touring Officers' Hostel, Kasturba Gandhi Marg, New Delhi, Tele. No. : 2338 5466	Only online applications
18.	Delhi CWG Village	Central Government Touring Officers' Hostel, Common Wealth Games Village, Tower-23, New Delhi	Only online applications
19.	Gandhi Nagar (Guest House)	Central Government Touring Officers' Hostel, CPWD Colony, Sector - 6/D, Near Civil Hospital, Gandhi Nagar - 382 043 Tele. No. : 079-2322 3486, 079-2324 8686	Only online applications
20.	Gandhi Nagar (Transit Hostel)	Central Government Touring Officers' Hostel, CPWD Colony, Sector - 6/D, Near Civil Hospital, Gandhi Nagar - 382 043 Tele. No. : 079-2322 3486, 079-2324 8686	Executive Engineer, Gandhinagar Central Division, 1st Floor, Kendriya Nirman Sadan, Near CH-3 Circle, Sector 10-A, Gandhi Nagar - 382 043



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21.	Gangtok	Touring Officers' Hostel, Cherry Building, (Baluwakhani), (Near Zero Point and Vajra Cinema Hall) Gangtok (Sikkim) – 737103 Tele. No. : 03592-203499	Only online applications
22.	Goa (Guest House)	Touring Officers' Hostel, CPWD Office Complex, Bambolim, Near Holy Cross Church, Panaji-Madgaon Road, Goa. Tele. No. : 0832-2458555	Only online applications
23.	Guwahati (Main building)	Central Government Touring Officers' Hostel, CPWD Resi. Complex, Japarigog Zoo, Narangi Road, Guwahati	Only online applications
24.	Guwahati (Hostel Block)	Central Government Touring Officers' Hostel, CPWD Resi. Complex, Japarigog Zoo, Narangi Road, Guwahati	Only online applications
25.	Gwalior	CPWD Guest House, 35 - City Centre, Gwalior - 474 002 Tele. No. : 0751-2340446	Executive Engineer, Gwalior Central Division, CPWD, 35- City Centre, Gwalior. Tele. No. : 0751-2340446 Fax : 0751-2235087
26.	Hyderabad (Koti Nirman Bhawan)	Central Government Touring Officers' Hostel, Nirman Bhawan, Sultan Bazar, Hyderabad- 500 095	Only online applications
27.	Hyderabad (Kawadi Guda)	Central Government Touring Officers Hostel, CGO Tower, Kawadi Guda, Hyderabad - 500 080 Tele. No. : 040-2753 6940	Assistant Engineer Central Public Works Department, CGO Tower, Kawadi Guda, Hyderabad - 500 080 Tele. No. : 040-2753 6940
28.	Jaipur	Central Government Touring Officers' Hostel, GPRA Complex, Sector-2, Vidhyadhar Nagar, Jaipur (Near Vidhyadhar Nagar Police Station) Tele. No. : 0141-2232495	Only online applications
29.	Jaipur	Guest House / Inspection Bungalow, Sector-7, Vidhayadhar Nagar, Jaipur 0141-2232495	Executive Engineer (Mobile No. 09015668193) CPWD Kendriya Sadan Sector-10 Vidhardhar Nagar, Room No. 110, Block-A, Jaipur Tele. No.: 0141-2232495

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30.	Jaisalmer	Central Government Touring Officers' Hostel, CPWD Division Office, Near Income Tax Office, Bera Road, Jaisalmer - 345 001 Tele. No. : 02992-250698 Fax : 02992-252416	Executive Engineer, Jaisalmer Central Division, CPWD, Bera Road, Jaisalmer - 345 001 Tele. No. : 02992-250698 Fax : 02992-252416
31.	Jammu	Central Government Touring Officers' Hostel, Landoi Bridge, Satwari Cantt., Jammu - 181 124. Tele. No. : 0191-2450861	Only online applications
32.	Jodhpur	Central Government Touring Officers' Hostel, Nirman Bhawan, 3 - West Patel Nagar, Circuit House Road, New Youth Hostel, Bhati Circle, Jodhpur - 342 011. Tele. No. : 0291-2511290	Only online applications
33.	Kolkata	Touring Officers' Hostel, Nizam Palace, 234/4, Acharya J.C. Bose Road, Kolkotta - 20 Tele. No.: 033-2287 6515, 033-2248 6333	Only online applications
34.	Kozhikode (Calicut)	Central Government Touring Officers' Hostel, Central Government Office Complex, Dutt Saw Mill Road, Kallai (PO), Kozhikode - 673 003 Tele. No. : 0495-232 1236 Fax : 0495- 2321106	Only online applications
35.	Kullu	Central Government Touring Officers' Hostel, ITBP Camp, Baweli, Kullu. Tele. No. : 0190-2230427	Executive Engineer, Madhopur Central Division, CPWD, Madhopur, Distt.- Pathankot (Punjab) Tele. No. : 01870-257928 Fax : 01870-257223
36.	Lucknow	Central Government Touring Officers' Hostel, Kendrachal Colony, Sector-K, Aliganj, Lucknow - 226 020 Tele. No. : 0522-4003463	Only online applications
37.	Madhopur	Central Government Touring Officers' Hostel, CPWD Complex, Madhopur, Distt.- Pathankot - 145 024 (Punjab) Tele. No. : 01870-257928	Only online applications

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38.	Mount Abu	Shail Mani (Near Global Hospital), Delwara Road, Mount Abu, Distt. - Sirohi (Rajasthan) - 307 501 Telefax : 02974-235308	Only online applications
39.	Mumbai (Church Gate)	Touring Officers' Hostel Pratishta Bhavan (5th Floor), 101, M.K. Road (Near Church Gate), Mumbai - 400 020 Tele. No. : 022-2203 1823, 022-2203 6067	Only online applications
40.	Mumbai (Napean Sea Road, Hyderabad Estate)	Central Government Touring Officers' Hostel, Apartment House (1st Floor), Hyderabad Estate, Napean Sea Road (Opp. Priyadarshni Park), Mumbai. Tele. No.: 022-23630316	Only online applications
41.	Mumbai (Antop Hill)	CPWD Guest House, Nirman Sadan, Sector-I, CGS Colony, Kane Nagar, Antop Hill, Mumbai - 400 037. Tele. No. : 022-25152775	Executive Engineer, Mumbai Central Division-II, 2nd Floor, Nirman Sadan, Sector - I, CGS Colony, Kane Nagar, Antop Hill, Mumbai - 400 037 Tele. No.: 022-24012613 Fax: 022-24011244
42.	Mussoorie	Touring Officers' Hostel, Castle Hill Estate, Campus, Survey of India, (Near Clock Tower), Landaur Bazar, Mussoorie	Superintending Engineer, Dehradun Central Circle CPWD, Subhash Chowk, Dehradun- 248 001 Tele. No. : 0135-2657264, 0135-2650884 Fax- 0135-2650712
43.	Nagpur	Central Government Touring Officers' Hostel, Seminary Hills, Bungalow No. 3, Nagpur - 440 006 Tele. No. : 0712-2561104 0712-2543031	Only online applications
44.	Nasik	Central Government Touring Officers' Hostel, 2nd Floor - Nirman Bhawan, GIPP, Near Post Office, Gandhi Nagar, Nasik - 422 006 Tele. No.: 0253-2416937	Only online applications
45.	Neemuch (MP)	CPWD Guest House, Daskhina Maidan, Neemuch (MP) - 458 441	Assistant Engineer, Neemuch Central Sub - Division, Dak Bungalow Road, Neemuch (MP) - 458441 Tele. No. : 07423-220210



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46.	Pune	Central Government Touring Officers' Hostel, Nirman Sadan Building (Opp. Ranka Hospital), Mukund Nagar, Near Dwar Gate, Pune - 411 037 Tele. No.: 020-2426 1983	Only online applications
47.	Shillong	Central Government Touring Officers' Hostel, Cleve's Colony, Dhankheti, CPWD, Office Residential Complex, Shillong - 793 003 Tele. No. : 0364-2223533 Tele. No. : 0364-2228769 (EE)	Only online applications
48.	Siliguri	Central Government Touring Officers' Hostel, CPWD Office Complex, Nirman Bhawan, Matigara, Siliguri - 734 428 Tele. No. : 0353-2571809/807 Fax: 0353-2571751	Only online applications
49.	Thiruvananthapuram (Kerala)	Central Government Touring Officers' Hostel, CGO Complex, Poonkulam Vellyani P.O., Thiruvananthapuram - 695 522 Tele No.: 0471-2481514	Only online applications
50.	Udhampur	CPWD Guest House Dhar Road, Udhampur, Jammu. Tele. No. : 01992-27606	Executive Engineer, Jammu Central Division, CPWD, Landoi Bridge, Satwari Cantt., Jammu Tele fax : 0191-2450828
51.	Varanasi	Central Government Touring Officers' Hostel, Kendrachal GPRA Complex, Bara Lalpur, Chandmari, Lamhi, Varanasi - 221 007 Tele. No. : 0542-2290648	Only online applications
52.	Vijayawada	Central Government Touring Officers' Hostel, CPWD Office, Auto Nagar Gate, Autonagar, Vijayawada, Andhra Pradesh - 520 007 Tele. No.: 0866-2553215	Only online applications

### INSTRUCTIONS FOR OFFLINE BOOKING

- Prescribed application forms are available at [www.holidayhomes.nic.in](http://www.holidayhomes.nic.in) → holiday home → application form
- Payment will be made through online mode only.
- Application is to be verified by the Administrative Division of the applicant.  
Application is to be sent directly to the Allotting Authority concerned.