

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

F.No.40-15/2022-Estt.I

Dated: **29 DEC 2023**

OFFICE ORDER

Subject: Instructions issued by Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Establishment A-IV Desk and Pers.Policy A-IV Desk- regarding.

Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training Establishment A-IV Desk and Pers.Policy A-IV Desk vide its different OMs and dated mentioned below against each conveyed the instructions on various issues related to Leave Travel Concession (LTC) which is self explanatory:

S. No.	Title	OM No.	Dated
1	Central Civil Services (Leave Travel Concession) Rules, 1988 - Fulfilment of procedural requirements vide	OM No. 31011 /06/2023- Estt.A-IV Desk	29 th March, 2023
2	Central Civil Services (Leave Travel Concession) Rules, 1988- clarification / modifications in the LTC instructions	OM No. 31011/17/2023- Pers. Policy (A-IV)	10 th August, 2023
3	Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC)	OM No. 31011/11/2023- Estt.A-IV Desk	20 th Oct., 2023

All concerned are requested to ensure that the same may be comply and bring the above information to all employees/staff working their control.

(Signature)
29/12/2023

(ANITA TETE)

SR.ADMINISTRATIVE OFFICER

Encl. As above

Copy to:

- 1) All Chief of Centres/Head of Departments/Units/Sections
- 2) The PPS to Director/PS to Dean (Research/Acad/Exam)/MS/DD(A)/Sr. FA/CAO/Dy. Secy. / Superintending Engineer, AIIMS, New Delhi.
- 3) All Sr. Admn. Officer/Administrative Officer of Establishment Section (Hospital /CNC /Dr.RPC /CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar /NDDTC/ESD/Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section/Academic Section/Examination Section/Hostel Section/ Computer Facility/Research Section
- 4) All F & CAO/Accounts Officers (Cash Section/Audit Section/GPF/Pension Cell/Budget Section)
- 5) All Association (FAIMS, Officers' Association/Karamchari Union/Nurses Union/RDA/Student Union & SYS, AIIMS, New Delhi.
- 6) The Computer Facility - with a request to upload this on official website of the Institute
- 7) The Sr. Hindi Officer - with a request to provide the Hindi version of the same for uploading on AIIMS website.

F.No.31011/06/2023-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated: 29th March, 2023

OFFICE MEMORANDUM

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 —
Fulfilment of procedural requirements**

The undersigned is directed to refer to the above mentioned subject and to state that Government employees are allowed to encash 10 days earned leave at the time of availing of LTC to the extent of 60 days during the entire service. However, certain queries have been raised about whether to allow reimbursement of leave encashment or not in cases where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government servant himself decides to forgo his claim resulting in 'Nil' claim on journeys performed.

2. The matter has been considered and decided that since the leave encashment is limited upto 60 days in the entire service, the denial of encashment of leave would not be appropriate in such cases where the Government employee decides to forgo his claim of reimbursement for travel undertaken on private/hired vehicle or his claim is 'Nil', provided that :

- (i) A Government employee intimates to the Department his intention to avail of LTC in advance and gets the leave sanctioned as per the prescribed procedure before the journey is undertaken;
- (ii) The Government employee has submitted a request for leave encashment before the commencement of the journey;
- (iii) The Government employee gives a self-declaration that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey.

3. It is further clarified that in the following cases, the Government employees are not required to forgo the fare-reimbursement for LTC Journey as per prevailing instructions:

- (i) The Journey on LTC is made by taxi, auto-rickshaw etc, only between places not connected by rail 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 carriers;

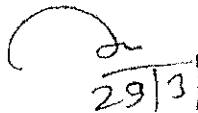
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(ii) Where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes the rest of the journey to a declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi, etc.), limited upto 200 KMs to and fro ;

(iii) When the Head of Department allows the use of own/hired taxi for an LTC journey on account of the disability of the Government servant or dependent family member as per the extant instructions.

4. It is also reiterated that, within the same block, when the LTC is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.

5. Hindi version will follow.


29/3/23
(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

All Secretaries of Ministries/ Departments of the Government of India
(As per the standard list)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F.No. 31011/17/2023-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy (A-IV)

North Block, New Delhi.

Dated: 10th August, 2023

OFFICE MEMORANDUM

Subject: **Central Civil Services (Leave Travel Concession) Rules, 1988 — clarifications/modifications in the LTC instructions regarding.**

The undersigned is directed to refer to DoPT's OM No. 31011/11/2015-Estt.A-IV dated 12.05.2016 on admissibility of catering charges in respect of rail journey performed on LTC and OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding booking of Air Tickets on Government Account in respect of LTC.

2. Keeping in view the several references, grievances, etc. in respect of different issues flagged in these OMs, the matter has been considered in consultation with the Department of Expenditure and decided as below:

- (i) **Reimbursement of Catering charges in case of LTC** - Keeping in view the fact that Indian Railways is now providing options to the traveller to avail catering facility or not, it has been decided that wherever employees opt for catering services while booking the tickets for the eligible trains for the purpose of LTC, the reimbursement of catering charges shall be allowed.
- (ii) **Reimbursement of Cancellation charges levied by the airlines/travel agents** - It has been decided that both types of the cancellation charges, viz. (i) cancellation charges levied by the airlines & (ii) cancellation charges levied by the three authorized travel agents for utilization of their portals/platforms, if any, shall be reimbursed on the ground of official exigencies only.
- (iii) **Booking of Air tickets through three Authorized Travel Agents viz. IRCTC, BLCL & ATT even in case of the employees not entitled for air travel under LTC** - It has been decided that the Government employees not entitled for air travel but wish to travel by air, are no longer required to mandatorily book their air tickets through these three travel agencies viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) only as the reimbursement is restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less. In case of cancellation of tickets, cancellation charges shall be borne by the Government employees concerned. However, in case of Special Dispensation

Scheme, the Government employees not entitled for air travel under LTC, but wish to travel by air to the intended place of visit in NE region, UTs of J&K, Ladakh, A & N, are required to book their air ticket through three ATAs only.

3. The claim of reimbursement in respect of LTC journey is to be settled as per the above instructions, however the cases which have already been settled, need not be reopened.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these instructions are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. Hindi version will follow.



10/8/23

(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/ Departments of the Government of India
(As per the standard list)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F. No. 31011/11/2023 - Pers. Policy A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy A-IV Desk

North Block, New Delhi.
Dated: 20th October, 2023

OFFICE MEMORANDUM

Subject: Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – reg.

The undersigned is directed to refer to this Department's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC). The Department of Personnel and Training (DoPT) has been receiving a number of representations seeking clarifications on issues relating to the settlement of claims, particularly of those government employees who have not retained the screenshot of the concerned webpage of the authorised travel Agents (ATAs) during the booking of air tickets, as provided under the OM dated 29.8.2022 referred to above.

2. In view of the above, the matter has been examined and with the approval of competent authority, the following changes/modifications in the prescribed procedure are made for the convenience of Government employees: -

(i) All three authorized travel agents, viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) are to display the details of the flight having the cheapest fare and the flight(s) having the fare 10% more than the cheapest fare only, in the desired time slot, at the time of booking the air tickets by the Government employees for the purpose of LTC journey. Therefore, the booking of air ticket for the purpose of LTC on the website of these three authorized travel agents shall itself be a proof that the ticket booked by the individual government employee was of the cheapest fare as provided under the guidelines.

(ii) All three authorized agents shall indicate the word 'LTC' on tickets issued for the LTC journey; and

(iii) In all cases wherein the non-entitled Government employees are to travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees shall continue to take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained for the purpose of settlement of claims, as provided under Point (ii) of the title

"Provisions for Reimbursement" in OM dated 29.8.2022, referred to above.


3. Further, all the three ATAs have also been directed to allow the registration of those employees who do not have official email accounts provided their administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey.

4. For the sake of convenience, the links of the three authorized travel agents are as below:

(i) 'M/s Balmer Lawrie & Company Limited', BLCL (<https://govemp.balmerlawrietraavelapp.com>), (ii) 'M/s Ashok Travels & Tours', 'ATT' (<https://www.attitdc.in>) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (<https://www.air.irctc.co.in>).

5. All the Ministries/Departments are once again advised to bring it to the notice of all their employees that any misuse of LTC shall be viewed seriously and appropriate action as deemed fit under the relevant rules will be taken against the defaulting employees. 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 by 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.

6. Hindi version will follow.


(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

1. M/s Balmer Lawrie & Company Limited (BLCL), Core-8, Ground Floor, Scope Complex, 7, Lodhi Road, New Delhi-110003
2. M/s Ashok Travels & Tours (AT&T), Room No. 506, 5th Floor, Core-8, Scope Complex, 7, Lodhi Road, New Delhi-110003
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), 9th floor, Bank of Baroda Building, 16, Parliament Street, New Delhi-110001

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(As per the standard list)
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