

No.11022/2/2008-AIS-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001
Dated, the 18th October, 2010.

To

✓ The Chief Secretaries of all the
State Governments/UTs. *HR*

Subject: All India Services (Leave Travel Concession) Rules, 1975 –
Issue of instructions – regarding.

103381

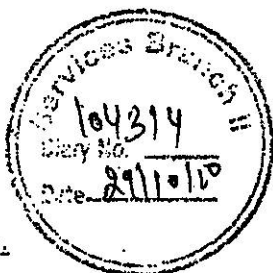
Sir,

I am directed to enclose herewith copies of the instructions/clarifications issued by the Central Government under CCS(LTC) Rules, 1988 during 2009-2010 and to state that, these instructions wherever applicable, may be invoked in respect of All India Services officers in respective State cadre in terms of the provisions contained in rule 3 of All India Services(Leave Travel Concession) Rules, 1975. The list of such OMs issued by the Central Government is as follows:-

1. No.31011/4/2008-Estt.(A) dated 3.6.2009.
2. No.31011/2/2006-Estt.(A) dated 27.7.2009.
3. No.19024/1/2009-E.IV dated 13.7.2009.
4. No.31011/2/2006-Estt.(A) dated 9.9.2009.
5. No.31011/3/2009-Estt.(A) dated 28.10.2009.
6. No.31011/6/2002-Estt.(A) dated 2.12.2009.
7. No.31011/2/2006-Estt.(A) dated 11.3.2010.
8. No.31011/4/2007-Estt.(A) dated 20.4.2010.
9. No.31011/4/2007-Estt.(A) dated 23.4.2010.
10. No.31011/2/2003-Estt.(A-IV) dated 18.6.2010.
11. No.31011/2/2003-Estt.(A) dated 5.8.2010.
12. No.19024/1/2009-E.IV dated 16.9.2010.

Yours faithfully,

Yash Pal
(Yash Pal)
Desk Officer



SOS-7B2
SSB
29/10/10
Encl:-As above.

Copy to:-

All Ministries/Departments of the Government of India.

No.31011/4/2008-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi, the 3rd June, 2009.

OFFICE MEMORANDUM

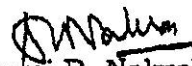
Subject: Travel entitlement for the purpose of Leave Travel
Concession.

The undersigned is directed to refer to O.M. of even No. dated 23rd September, 2008 which says that the travel entitlements while on LTC and official tour/transfer will be the same but no daily allowance shall be admissible for travel on LTC. Subsequently, the Ministry of Finance, vide their O.M. No. 7(1)/E.Coord./2008 dated 10th November, 2008, had stipulated that in the case of travel on LTC for those entitled to travel by air, only the cheapest economy fare ticket will be allowed, irrespective of their entitlements on tour. A number of references are being received in this Department to restore the travel entitlements as per the O.M. dated 23rd September, 2008.

2. The matter has been examined in this Department in consultation with the Ministry of Finance and it has now been decided to restore the travel entitlements for LTC as stipulated vide O.M. dated 23rd September, 2008. The Ministry of Civil Aviation may bring out a scheme on the lines of LTC 80 for travel by business class. The officers and/or their families may chose to travel on LTC by any airline provided the fare does not exceed the fares offered by NACIL (Air India) under their new LTC scheme for business class.

3. These orders shall take effect from the date of issue.

4. Hindi version will follow.


(Simmi R. Nakra)
Director

To

All Ministries/Department of the Government of India.

Click here For LTC Executive by AIR INDIA

2

No.31011/2/2006-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
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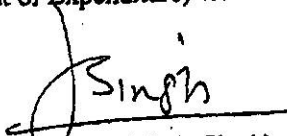
New Delhi, dated 27th July. 2009

OFFICE MEMORANDUM

**Subject:- Regulation of Journey by air while availing Leave Travel Concession
- clarification regarding.**

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure O.M.No. 19024/1/2009-E.IV dated 13/7/2009 modifying the O.M. No. 7(2)/E.Coord/2005 dated 23rd November, 2005 and superseding of O.M.No. 19024/1/E.IV/2005 dated 24/3/2006. It has been decided by the Department of Expenditure 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. 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.


(Smt. Raj Bala Singh)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India (with usual number of copies)

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok Sabha/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pension.
13. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi - 25 spare copies.
16. 100 spare copies.

F.No.19024/1/2009-E.IV
Government of India
Ministry of Finance
(Department of Expenditure)

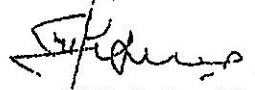
New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject : Air Travel on official account – both domestic and international.

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM 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 utilise 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.


(Y.P. Sehgal)
Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

4

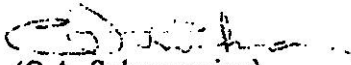
No.31011/2/2006-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

New Delhi, dated 9th September. 2009

OFFICE MEMORANDUM

**Subject:- Regulation of Journey by air while availing Leave Travel Concession
- clarification regarding.**

The undersigned is directed to refer to this Department's O.M. of even No. dated 27.7.2009 on the above subject and to say that consequent to issue of Ministry of Finance, Department of Expenditure O.M.No. 7(1) E.Coord/2009 dated 7/9/2009 on expenditure management the reimbursement of the expenses on air travel while availing of the Leave Travel Concession by Government servants will be restricted to the cost of travel by the economy class, irrespective of entitlement, with immediate effect.


(C.A. Subramanian)
Director (E.II)

To

All Ministries/Departments of the Government of India (with usual number of copies)

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok Sabha/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pension.
13. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances

(5)

F.No. 31011/3 /2009- Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

New Delhi, the . 28th October, 2009

OFFICE MEMORANDUM

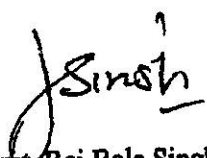
Subject:- Use of own car/hired taxi on LTC journey on account of physical handicap.

The undersigned 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 dependant 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.

3. Hindi version will follow.


(Smt. Raj Bala Singh)

Under Secretary to the Govt. of India
Tel: 2309 2313

To

All Ministries/Departments of the Government of India (with usual number of copies)

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.

6

No. 31011/6/2002-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

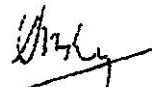
North Block,
New Delhi,
Dated the 2nd December. 2009.

OFFICE MEMORANDUM

Subject : LTC to Central Government Employees – Travel by tour packages
operated by IRCTC.

The undersigned is directed to refer to DOP&T O.M. of even number dated 14.3.08, allowing tours by road conducted by the Indian Railway Catering and Tourism Corporation (IRCTC), a Government of India's undertaking under the Min. of Railways for the purpose of reimbursement of LTC by Government servants on the lines of ITDC/STDC and to say that 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 Min. of Finance.

2. It has now been decided to allow the re-imbursement 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 Govt. 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.



(P. Prabhakaran)
Deputy Secretary to the Govt. of India

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission.
9. Central Bureau of Investigation.
10. All Union Territory Administrations.

(7)

No.31011/2/2006-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

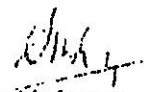
dated the 11th March, 2010

OFFICE MEMORANDUM

Subject: Regulation of journeys by private airlines while availing Leave Travel Concession.

The undersigned is directed to refer to Department of Expenditure O.M.No. 19024/1/2009-E.IV dated 13/7/2009 and this Department's O.M. No. 31011/2/2006-Estt.(A) dated 27.7.2009 regarding journey by air while availing Leave Travel Concession (LTC), stipulating that in all cases of air travel (including LTC) both domestic and international where the Government of India bears the cost of air passage, the official concerned may travel by Air India only.

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 L.D.No. 19024/1/2009-E.IV dated 9.3.2010.


(P. Prabhakaran)

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India with usual number of spare copies.

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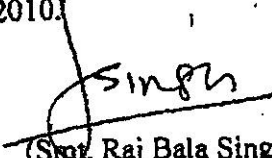
F.No. 31011/4/2007-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
.....

New Delhi, dated 20th April, 2010

OFFICE MEMORANDUM

Subject:- CCS (LTC) Rules, 1988 – Relaxation for travel by air to visit NER.

The undersigned is directed to refer to this Department O.M. of even No. dated 2.5.2008 on the subject mentioned above and to say that the relaxation for travel by air to visit North Eastern Region under CCS (LTC) Rules, 1988 is extended for further two years beyond 1st May, 2010.


(Smt. Raj Bala Singh)

Under Secretary to the Government of India
Tel: 23092313

To

All Ministries/Departments of the Government of India.

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok Sabha/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
13. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi – 25 spare copies.
16. 100 spare copies.

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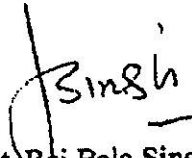
F.No. 31011/4/2007-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
.....

New Delhi, dated 23th April, 2010

OFFICE MEMORANDUM

Subject:- CCS (LTC) Rules, 1988 – Relaxation for travel by air to visit
NER.

The undersigned is directed to refer to this Department O.M. of even No. dated 20.4.2010 and to clarify that the validity of this Department O.M. of even NO. dated 2.5.2008 stands extended on the same terms and conditions for a further period of two years beyond 1.5.2010 in relaxation of CCS (LTC) Rules, 1988 to visit North Eastern Region of India.


(Smt. Raj Bala Singh)

Under Secretary to the Government of India
Tel: 23092313

To

All Ministries/Departments of the Government of India.

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
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14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi – 25 spare copies.
16. 100 spare copies.

(10)

No. 31011/2/2003-Estt. (A-IV)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, dated the 18th June., 2010

OFFICE MEMORANDUM

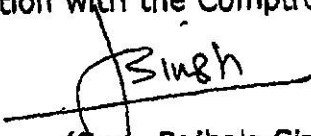
Subject. : CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit J&K

The undersigned 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 O.M.

3. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issued in consultation with the Comptroller and Auditor General of India.


(Smt. Rajbala Singh)

Under Secretary to the Govt. of India
Tele:-23092313

To

All Ministries/Departments of the Government of India.

(11)

No.31011/2/2003-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
.....

Dated the 5th August, 2010

OFFICE MEMORANDUM

Subject: Regulation of journeys by private airlines while availing Leave Travel Concession to Jammu & Kashmir..
.....

After issue of DOPT O.M. No. 31011/2/2003-estt.(A) dated 18/6/2010 regarding relaxation for travel by air to visit J&K, clarifications have been sought by Government servants/various Ministries/Departments from time to time. The doubts raised by various authorities have now been clarified by Ministry of Finance (Department of Expenditure) as under:-

<u>Point raised</u>	<u>Clarification</u>
1. Whether entitled officers can travel by Private airlines to J&K .	Yes. Travel by private airlines is available to all the categories of Government employees, including those entitled in travel by Air.
2. Whether the restriction of LTC-80 fare of Air India will apply in these cases.	LTC-80 fare would apply to all cases including those entitled to travel by air irrespective of the airlines.

5 This issues in consultation with Ministry of Finance (Department of Expenditure) vide their I.D.No. 821838/SO-E.IV/2010 dated 3rd August, 2010.


(P. Prabhakaran)
Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

12

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/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:

1. On Official Tours:

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) 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.

2. LTC:

- (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 OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OM No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

- 4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India