

WM-8/gen/424(23-24)

**[Cag-all-offices] Relaxation in LTC Rules- delegation of powers to Ministries/Departments regarding time limit for the submission of the claim- reg.****From :** MANOJ KUMAR <saoaudit-r@cag.gov.in>

Wed, Jan 10, 2024 05:13 PM

**Subject :** [Cag-all-offices] Relaxation in LTC Rules- delegation of powers to Ministries/Departments regarding time limit for the submission of the claim- reg.

seen

1 attachment

**To :** CAG-ALL-OFFICES <CAG-ALL-OFFICES@ismgr.nic.in>

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,

पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124

सँख्या: 06 -स्टाफ हकदारी (नियम)/ए.आर/01-2020

दिनांक:- 10.01.2024

सेवा में,

1. भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालय ।
2. निदेशक (कार्मिक)

**विषय: Relaxation in LTC Rules- delegation of powers to Ministries/Departments regarding time limit for the submission of the claim- reg.**

महोदय/ महोदया,

उपर्युक्त विषय पर कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली के कार्यालय ज्ञापन सं **F. 31011/18/2023-Estt. (A-IV)** दिनांक **21.12.2023** को इस ई-मेल के साथ संलग्न किया गया है ।

क्षेत्रीय कार्यालय कृपया इस कार्यालय ज्ञापन को आवश्यक कार्रवाई हेतु इस ई-मेल के संलग्नक से डाउनलोड कर लें । इसे संबंधित मंत्रालय की वेबसाइट से भी डाउनलोड कर सकते हैं।

**OM F. 31011/18/2023-Estt. (A-IV) dated 21.12.2023** issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India, New Delhi on the subject cited above is attached with this E-mail.

The field offices may download the OM attached with the E-mail for further necessary action. It can also be downloaded from the website of the concerned Ministry

संलग्नक: यथोपरि ।

भवदीय

उप-महालेखाकार (लेखा एवं भी०एल०सी०/कार्मिक)  
 Dy Accountant General (A/cs & VLC/Works)  
 सं०/Dy. सं० 238  
 दिनांक/Date.....11/01/24

सं०  
 सं०  
 दिनांक

124  
 11-01-24

हस्ता/-

(मनोज कुमार)

10/01/2024, 17:20

Email

वरि. प्रशासनिक अधिकारी/ स्टाफ-हक



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— **LTC\_DoPPT OM Dated 21.12.2023.pdf**  
654 KB



**F.No. 31011/18/2023-Estt.(A-IV)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Personnel Policy A-IV**

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North Block, New Delhi.  
Dated: 21<sup>st</sup> December, 2023

**OFFICE MEMORANDUM**

**Subject:- Relaxation in LTC Rules - delegation of powers to Ministries/Departments regarding time limit for the submission of the claim - reg.**

The undersigned is directed to refer to the subject cited above and to state that rules 14 and 15 of CCS(LTC) Rules, 1988 provide that a claim for reimbursement of expenditure incurred on journey under Leave Travel Concession 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.

2. Vide DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007 the above time-lines were relaxed and powers delegated to the Ministries / Departments to admit the claim of reimbursement in respect of LTC journey with the concurrence of the Financial Adviser without referring the matter to DoPT with the following time-lines:-

- (a) Up to 6 months, if no advance is drawn; and
- (b) Up to 3 months if the advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of the return journey.

3. Now, in supersession of DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007, it has been decided that the Ministries/Departments with the concurrence of the Financial Advisers and subordinate/attached offices with the concurrence of Head of Department not below the rank of Joint Secretary, can admit the claim of reimbursement in respect of LTC journey without reference to DoPT with the following time-lines in such cases where a Government servant is not in position to submit the claim within the prescribed time-limit under rule 14 and 15 of CCS(LTC) Rules, 1988 and the Ministries/Departments/attached offices/subordinate offices are satisfied that he/she was not able to do so due to circumstances beyond his/her control:-


- i. **Cases where no advance is drawn:** Up to six months;
- ii. **Cases where advance is drawn:** Up to three months provided the entire advance amount is returned within three months subject to a clause that the entire amount would be recovered within one

lumpsum and interest will be charged on the entire amount of advance from the date of drawal to the date of recovery of amount.

4 . Ministries/Departments/attached offices/ subordinate offices are requested to keep these instructions in view while processing belated LTC claims.

5. These instructions are issued with the concurrence of D/o Expenditure and shall be effective from the date of issue of this O.M.

6. Hindi version will follow.

  
21/12/23

(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.

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