

[illegible]

8. Amount of advance, if any, drawn Rs.

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) :

10. Particulars of journey (s) performed by road between places connected by rail :

[illegible]

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 L.T.C. 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, and
4. That my wife/husband for whom L.T.C. 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 L.T.C. facilities to its employees and their families.

Date

Signature of Government servant

PART-B

[To be filled in by the Bill Section]

1. The net entitlement on account of Leave Travel Concession works out to Rs.
(Rupees)
as detailed below -

	Rs.	P.
(a) Railway / Air / Bus / Steamer fare		
(b) Less amount of advance drawn vide Vr. No. dated		
Net amount . .		

2. The expenditure is debitable to

Bill Clerk
(initials)

Drawing and Disbursing Officer
(Signature)

Countersigned
Controlling officer
(Signature)

Certified that necessary entries have been made in the Service Book of
Shri/Smt./Kum.

(Signature of the Officer authorised
to attest entries in the Service Book)

सरकारी कर्मचारी द्वारा दिया गया प्रमाण-पत्र

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

प्रमाणित किया जाता है कि :

Certified that :

मैंने स्वयं की या अपने परिवार के सदस्यों की मूल निवास स्थान की युगल वर्ष 20..... 20..... की यात्रा सुविधा का कोई दावा प्रस्तुत नहीं किया है।

I have not submitted any other claim so far for home town concession in respect of myself or my family members in respect of block year 20..... 20.....

2. मैंने वर्ष युगल 20..... 20..... अपनी पत्नी/स्वयं बच्चों के साथ मूल निवास स्थान की यात्रा सुविधा ले ली है। प्रस्ताव मांग मेरी पत्नी/स्वयं बच्चों सहित है उनमें से कोई भी पहले की गई यात्रा में शामिल नहीं था।
- I have already drawn T. A. for Home Town Concession in respect of a journey performed by my wife/me with children for the block 20..... 20..... 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. यात्रा मेरे द्वारा/मेरी पत्नी पिता सहित/माता तथा बच्चों सहित घोषित "मूल निवास स्थान" की, की गई है जिसका ज्ञापन है।
- The journey has been performed by me/my wife with father/mother and children to the declared 'Home Town' viz

4. मेरे माता/पिता मेरे साथ रहते हैं और वे पूरी तरह मुझ पर निर्भर हैं।
- My father/mother is/are residing with me and are wholly dependent on me.

5. सेवा पुस्तक की प्रविष्टि के अनुसार मेरे द्वारा घोषित मेरा मूल निवास स्थान है।
- My declared place of Home Town is as per entry in the service book.

6. मैंने चार वर्षों के ब्लॉक 20..... 20..... की छुट्टी यात्रा सुविधा ली है/नहीं ली है। (यदि ली हो तो मूल निवास स्थान जिसके विरुद्ध समायोजित हुई, का उल्लेख करें)।
- I have/have not availed of leave travel concession for the block of four years 20..... 20..... (If availed, state the Home Town block against which adjusted

7. मेरी पत्नी/पति जिसके लिए मैंने मूल निवास स्थान सुविधा ली है, किसी भी सरकारी या जन उपक्रम/निगम/स्वायत्ता संस्था जोकि अंशतः या पूर्ण रूप से केन्द्रीय सरकार या स्थानिक निकाय द्वारा वित्तपोषित संस्था जो अपने कर्मचारियों तथा उनके परिवारों को छुट्टी यात्रा सुविधा/मूल निवास स्थान सुविधा देती है, में नौकरी नहीं करती/करता है।
- My wife/husband for whom home town concession is claimed by me is not employed in Govt. service or in any public undertaking/ Corporation/autonomous body financed wholly or partly by the Central Govt. or a local body which provides L.T.C./Home Town facilities to its employees and their families.

8. मेरी पत्नी/पति जिसके सम्बन्ध में मूल निवास स्थान सुविधा का दावा प्रस्तुत किया है कार्यालय में कार्यरत है तथा वहां मूल निवास स्थान यात्रा सुविधा है परन्तु इस सुविधा का लाभ न तो लिया गया है और भविष्य में भी नहीं लिया जाएगा।
- My wife/husband for whom Home Town Concession is claimed is employed in the office of which provides Home Town Concession facilities but she has not preferred and will not prefer any claim in this behalf to her/his employer.

9. इस कार्यालय में मेरी नियुक्ति तिथि है और इस विल में यात्रा प्रारम्भ की तिथि को मैंने एक वर्ष से अधिक सेवा कागज किया है।
- My date of appointment in this office is and I have completed more than one years service on the date of commencement of the outward journey included in this bill

10. पुत्र और पुत्रियां, जिसके लिए मूल निवास स्थान सुविधा की मांग की गई है वे नौकर, नौकराई करते स्वयं नहीं कमाते तथा मुझ पर पूर्ण निर्भर हैं।
- The sons and daughters for whom the Home Town Concession is claimed by me are not employed and self earning and are fully dependent on me.

तारीख :

Date:

सरकारी कर्मचारी के हस्ताक्षर

Signature of Government Servant

अनुभाग/Section

**[Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988
Clarifications/modifications in the LTC instructions regarding.**

From : MANOJ KUMAR <saoaudit-r@cag.gov.in>

Wed, Aug 16, 2023 12:50 PM

Subject : [Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988
Clarifications/modifications in the LTC instructions regarding.

1 attachment

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

Cc : Kaushal Bhattacharjee <saose1@cag.gov.in>

वैषय:

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,
पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124

संख्या: 161-स्टाफ हकदारी (नियम)/ए.आर/ 01-2020
दिनांक:- 16.08.2023

सेवा में,

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

विषय: Central Civil Services (Leave Travel Concession) Rules, 1988 Clarifications/modifications in the LTC instructions regarding.

महोदय/महोदया,

उपर्युक्त विषय पर कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली के F.No.31011/17/2023-Estt.A-IV दिनांक 10.08.2023 को इस ई-मेल के साथ संलग्न किया गया है ।

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

Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi OM F.No.31011/17/2023-Estt.A-IV dated 10.08.2023 on the subject cited above is attached with this E-mail.

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

संलग्नक: यथोपरि ।

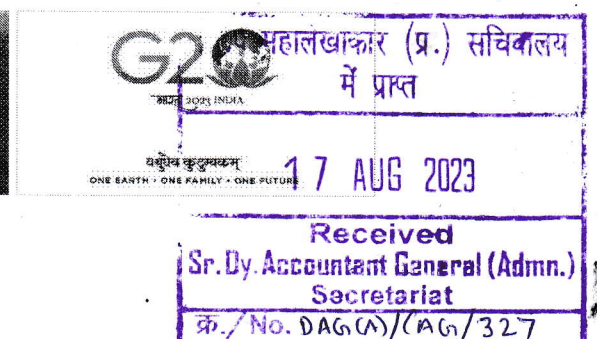
भवदीय

हस्ता/-

(मनोज कुमार)

वरि.प्रशासनिक अधिकारी/स्टाफ हक(नियम)

CAG-16
17/08/23



LTCCORRESPONDCE

1118085/2023 (AMG-I) (HQ) (AG-(AUDIT-II)-MAHARASH

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
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 **LTCRulesdated10082023_0.pdf**
77 KB

LTCCORRESPONDCE

1118083/2023/(AMG-I) (HQ) (AG-(AUDIT-II)-MAHARASH

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, 2023OFFICE 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

LTCCORRESPONDCE

1118083/2023/(AMG-I) (HQ) (AG-(AUDIT-II)-MAHARASH

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.
