Form T. R. 25 GAR-14-C Sub-Bill LTC

CENTRAL 30

Sub-Bill No.

LEAVE TRAVEL CONCESSION BILL

[NOTE - This bill should be prepared in duplicate - one for payment and the other as office copy.]

PART-A

[To be filled in by the Government servant]

1. Name

2. Designation

- 3. Pay
- 4. Headquarters

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed :

Sr. No. (1)	Name (s) (2)	Age (3)	Relationship with the Government servant (4)
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7. Details of Journey (s) performed by Government servant and the members of his/her family $\frac{1}{1000}$ $\frac{1}{1000}$

in the		2	

Departure	Arrival	Distance [*] in km.	Mode of travel	Class of accommo- dation	No. of fare	Fare pa	aid	<u>DTJ</u> Remark	(S
(1)	(2)	(3)	NCESSI (4)	(5)	AVETRA (6)	LE Conversion	ld edt	(8) For	
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8. Amount of advance, if any, drawn and a storid and a storid and a storid and a storid advance and a storid and a storid advance and a storid advance and a storid advance and a storid advance a

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			Class by	Class by No. of			
То	convey- ance	which entitled	which actually travelled	fares	Fare	paid	
	(2)	(3)	(4)	(5)	(6)	
	 Second C. State (Second Second S Second Second S Second Second Sec				Rs.	P.	
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10. Particulars of journey (s) performed by road between places connected by rail :

Name of place	Class to which entitled	Rail fare (3)		
From (1)	From To (1)			
			Rs.	P.
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CERTIFIED THAT -

1. The information as given above is true to the best of my knowledge and belief :

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 fananced 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]

	Rs.	P.
(a) Railway / Air / Bus / Steamer fare		
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

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4. मेरे मात	ता/पिता मेरे साथ रहते है औ ther/mother is/are res	iding with me and ar	e wholly dependent	on me.		1 e 2
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7. मरा ।	पराणनारा स्वानिक निकाय द्वारा	वित्तपोषित संस्था जो अपन	ने कमचारिया तथा ७१४			11: motortaking
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faci	lities to its employees	and their families.			कार्याट	य में कार्यरत है तथा वहां मूल
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My	wife/husband for who	Concession facili	ties but she has not	, preferred and will	I not protes any	e de la companya de l
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13/16

[Cag-all-offices] Central Civil Services (Leave Trave Clarifications/modifications in the LTC instructions	el Concession) Rules, 1988 regarding.	
From : MANOJ KUMAR <saoaudit-r@cag.gov.in></saoaudit-r@cag.gov.in>		Wed, Aug 16, 2023 12:50 PM
Subject : [Cag-all-offices] Central Civil Services (Leave Tra Clarifications/modifications in the LTC instruction		1 attachment
To : CAG-ALL-OFFICES < CAG-ALL-OFFICES@lsmgr.n	ic.in>	
Cc : Kaushal Bhattacharjee <saose1@cag.gov.in> रोषय: भारत के नियंत्रक - महा पॉकेट 9, दीन दयाल उपाध्य</saose1@cag.gov.in>	लेखापरीक्षक का कार्यालय, 11य मार्ग, नई दिल्ली - 110 124	Blef 23 GO. LADMIN, Blef 23 G. LADMIN Blef 23 GAMINUM 3 Josp
	महार संख्याः 161-स्टाफ हत् जितीय साचवात्तय	कदारी (नियम)/ए.आर/ 01-20 20 दिनांकः- 16.08 .2023
सेवा में,	16 AUG 202	
1. भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालय ।	को प्राप्त हुआ।	6.55
2. निदेशक (कार्मिक)	क.ए. जी CAB/ L	474 SAO / 0E-5
ाय: Central Civil Services (Leave Travel Concession) Rules,	1988 Clarifications/modificat	

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.

संलग्नकः यथोपरि ।

भवदीय

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हस्ता/-(मनोज कुमार) वरि.प्रशासनिक अधिकारी/स्टाफ हक(नियम)

लिखाकार (प्र.) सचिवालय में प्राप्त AND A SPREAM A SUITON 7 AUG 2023 Received Sr. Dy. Accountant General (Admn.) Secretariat NO. DAG(A)/(AG/327

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CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in



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: 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.

16/16

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(Satish Kumar) Under Secretary to the Government of India Tel: 2304 0341

То

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.