

21. THE ALL INDIA SERVICES (LEAVE TRAVEL CONCESSION) RULES, 1975

In exercise of the powers conferred by sub-section (1) of Section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely :—

1. Short title and commencement.—

- (1) These rules may be called the All India Services (Leave Travel Concession) Rules, 1975.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definition**—In these rules, unless the context otherwise requires, a “member of the Service” means a member of an All India Service, as defined in section 2 of the All India Services Act, 1951 (61 of 1951).

¹3. Regulation of Leave Travel Concession—

- (1) The Leave Travel Concession of a member of the Service, serving in connection with the affairs of the Union, shall be regulated in the same manner and subject to the same conditions, as are applicable to the officers of the Central Civil Services, Group ‘A’.
- (2) The Leave Travel Concession of a member of the Service serving in connection with the affairs of the State, shall be regulated in the same manner, and subject to the same conditions, as are applicable to the officers of the State Civil Services, Class I:

Provided that the concession afforded to a member of the Service under this sub-rule shall not at any time be inferior to that to which he would be entitled under sub-rule (1), had he been appointed to serve in connection with the affairs of the Union.

²4. **Interpretation**—If any question arises as to the interpretation of these rules, it shall be referred to the Central Government for decision.

¹ Substituted vide Notification No. 11022/1/76-AIS(II), dated 12th May, 1977

² Added vide DP&AR Notification No. 24/2/74-AIS(II), dated 10.2.1975,

GOVERNMENT OF INDIA'S DECISIONS

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 3

1. **LTC is not admissible to visit a place outside India.**

(D P & AR File No. 11022/1/77-AIS(II)).

2. **Government servant under suspension cannot avail of LTC:** - A question has been raised whether LTC is admissible during the period of suspension. It is clarified that a Government servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

[DP & AR File No. 11022/1/77-AIS (II)]

3. **in a particular block of years, a moS serving under the State Government can exercise option to be governed by either Central Rules or the States Rules in toto :** - Proviso to rule 3(2) of LTC Rules empowers an officer to opt for the Central Rules. It is clarified that in a particular block of years, a member of the Service serving under the State Government can exercise option to be governed by either Central Rules or the States Rules in toto. It is not permissible to pick up certain features of the State Rules and certain other features of the Central Rules for the purpose of claims.

(D P & AR letter No. 11022/6/77-AIS(II), dated 1st October, 1977).

4. **LTC advance can be drawn 60 days before the proposed date of outward journey:** - Under Central Government Rules, a Government servant can draw advance in respect of the journey proposed to be performed under the Leave Travel Concession scheme by himself and/or by members of his family 60 days before the proposed date of the outward journey. He should however produce railway cash receipts within ten days of the drawal of the advance to the competent authority to show that he has actually utilised the amount to purchase the tickets. These orders are applicable to All India Service officers also, who are governed by the Central Rules.

[DP&AR File No. 11022/3/78-AIS(II)]

5. **For LTC to visit any place in India (other than home town), once in a block of four years, the reimbursement of fare may be allowed for the entire distance both ways without any deduction in respect of the first 400/160 kms as at present:** - The Central Government have decided that in the case of Leave Travel Concession to visit any place in India (other than home town), once in a block of four years, the reimbursement of fare may be allowed for the entire distance both ways without any deduction in respect of the first 400/160 kms as at present. Leave Travel Concession to home town shall also be admissible irrespective of the distance between the headquarters of the Government Servant and his home-town once in a block of two calendar years.

(D P & AR letters No.31011/10/77-Estt.(A); dated 1.9.78 and 31011/2/84-Estt.(A) dated 11.7.85.)

6. The simplified procedure laid down in the D P & AR OM No. 31011/1/77-Estt.A, dated the 1st October, 1977 is applicable to members of All India Services also, who are governed by the Central Rules.

(D P & AR letter No. 11022/1/77-AIS(II), dated 7th November, 1977.)

Copy of DP&AR OM No. 31011/1/77-Estt.(A) dated 1st October, 1977 on simplification and rationalisation of procedures relating to leave travel concession Scheme Recommendations of Task Force.

The undersigned is directed to say that the Government of India have had under consideration the question of rationalising and simplifying the procedure regulating the claims of Central Government employees under the Leave Travel Concession Scheme. A Task Force was constituted to go into the matter and after considering their recommendations, Government have decided that the existing Leave Travel Concession Scheme for Central Government servants, as amended from time to time, shall be modified to the extent indicated below with immediate effect:—

- (i) It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by the Government servant initially may be accepted and a detailed check may be applied only when he seeks a change.
- (ii) Advance on account of Leave Travel Concession may be sanctioned by the Head of the Office instead of by the Controlling Officer.
- (iii) Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Controlling Authority, instead of by the Department of Personnel and Administrative Reforms, in consultation with Ministry of Finance (Department of Expenditure) as at present.

7. Extension of the facility of LTC by private airlines to All India Service officers: - I am directed to refer to the subject noted above and to say that the matter regarding allowing the journey by private airlines while availing LTC by All India Service officers has been considered in this Department and it is conveyed that the provisions of this Ministry's O.M.No.31011/2/2006-Estt.(A) dated 24.4.2006 read with Ministry of Finance, Department of Expenditure's O.M.No.19024/1/E.IV/2005 dated 24.3.2006 (copies enclosed) maybe extended to these officers.

[Letter No.11022/3/2006-AIS-II dated 4th May, 2006]

Copy of [DOPT O.M.No. 31011/2/2006-Estt (A) dated 24th April 2006 regarding regulation of journeys by private airlines while availing Leave Travel Concession.

1. The undersigned is directed to refer to the Department of Expenditure OM.No.7(2)/E.Coord dated 23rd November, 2005 vide which certain measures to budget/expenditure management were issued. One of the measures was to avail the competitive prices and various schemes and concessional fares being offered by private airlines while undertaking official travel. The matter as to whether the journeys by private airlines could be allowed while availing LTC has been considered. It has been decided that the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by private airlines also while availing LTC.

2. It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by national and private airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani / Shatabdi Express. They are also required to

produce the air-ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officers, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

3. The above concession is further subject to the following conditions:-

(i) Conditions laid down in Department of Expenditure OM No.19024/1/E.IV/2005 dated 24.03.2006 (copy enclosed) regarding air travel by Government servants within India during official visits would be applicable in case of LTC, mutatis-mutandis.

(ii) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

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

5. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their ID No. 145/E.IV/05 dated 12.04.2006.

Copy of the Ministry of Finance, Department of Expenditure's O.M.No.19024/1/E.IV/2005 dated 24th March, 2006 regarding Air Travel by Government servants within India.

The existing instructions on travel by air by Government servants during official visits within India provide that air travel is permissible by the National Carriers viz. Indian Airlines and Air India in ordinary circumstances. Department of Expenditure OM No. 19036/8/95-E.IV dated 4th December,1997 and OM No.19036/8/95-99/E.IV dated 20th August, 1999 refer in the matter.

2. Department of Expenditure OM No. 7(2)E.Coord/2005, dated November 23, 2005 regarding "Budget/Expenditure Management: Economy measures rationalization of expenditure, and measures for augmentation of revenues", inter alia, provides that:-

"The air travel, both domestic and overseas, on official account would not be permissible on airlines other than Air India/Indian Airlines also, provided the criteria for selecting the alternative airline for official travel are based on better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India/Indian Airlines will also be fully utilized to ensure utmost economy in air travel."

3. The following guidelines are being issued accordingly to take advantage of the increasing competition and the air travel schemes of various airlines offering significant discounts on normal fares, in order to enable economy in undertaking air travel, without in any way taking away the existing entitlements:-

- (i) The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
- (ii) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.
- (iii) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.
- (iv) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
- (v) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
- (vi) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
- (vii) Schemes offered by airlines which are co-branded with the credit cards can also be availed. However, this would need one time prior approval of the concerned Financial Adviser/Competent Authority for obtaining and utilizing such credit card.
- (viii) Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. The above agencies would also ensure that procurement of tickets is made on the best available bargain across all airlines.

4. These guidelines are issued in partial modification of any other existing orders on the subject and would apply to domestic air travel only. The guidelines for air travel abroad will be issued separately.

5. All Ministries/Departments of the India of India are requested to strictly adhere to these instructions.

Copy of DOPT O.M.No. 31011/2/2006-Estt (A) dated 21st May, 2007 regarding **regulation of journeys by private airlines while availing Leave Travel Concession:** The undersigned is directed to refer to this Department's O.M.No.31011/2/2006-Estt.(A) dated 24th April, 2006 regarding regularization of journey by private airline while availing Leave Travel Concession (LTC), where it has been inter alia stated that air journeys by non-entitled officers between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than RajdhaniShatabdi Express.

2. In partial modification of the above provision, it has now been decided that the reimbursement may also be given at the rates applicable for Rajdhani/Shatabdi Express trains, provided the Government servant is entitled to it and the headquarter of the Government servant/permissible place of commencement of journey and the home town/destination under All India LTC is directly connected by the above mentioned trains and two stations between which the air travel has been performed are connected by Rajdhani/Shatabdi trains. In case the fare paid for the air ticket on LTC is less than

the fare being charged for Rajdhani/Shatabdi type trains, the reimbursement would be limited to the actual expenditure. All pending cases may be settled accordingly in terms of this order. However, past cases already settled will not be re-opened.

3. The above orders will be applicable with effect from the date of issue of this Office Memorandum.

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

5. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their I.D.No.84/E-IV/2007, dated 9th May, 2007.

Copy of DOPT O.M.No. 31011/5/2007-Estt (A) dated 7th September, 2007 **regarding relaxation in LTC Rules – delegation of powers to Ministries/Departments regarding time limit for the submission of the claim:** Rules 14 & 15 of LTC Rules provide that a claim for reimbursement of expenditure incurred is to be submitted within three months after the completion of the return journey, if no advance had been drawn. It has now been decided to delegate the powers to relax these provisions to the Ministries/Departments, where a Government servant is not in a position to submit the claim within the prescribed time limit and the Ministry/Department is satisfied that he was not able to do so due to compelling circumstances beyond his control. The Ministry/Department concerned with the concurrence of Financial Advisor can admit the claims in such cases in relaxation of the provisions subject to the following time limit without reference to DoP&T:-

- (a) Where no LTC advance is taken, LTC bill submitted within a period not exceeding six months.
- (b) Where LTC advance has been drawn the LTC claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Government servant refunds the entire advance within 45 days after the completion of the return journey).

2. Ministries/Department are requested to keep these instruction in view while processing belated LTC claims.

3. These instructions will be effective from the date of issue of this O.M.

Copy of DOPT O.M.No. 31011/2/2006-Estt (A) dated 3rd December, 2007 regarding Central Civil Services(LTC) Rules, 1988 – clarification regarding reimbursement of fare in respect of air travel by non-entitled officers: After issue of DOP&T O.M. No. 31011/2/2006-Estt.(A) dated 24th April, 2006 and dated 21st May, 2007 regarding regulation of journeys by private airlines while availing Leave Travel Concession. Certain clarifications have been sought by Government servants/various Ministries/Departments from time to time. The doubt raised by various authorities are clarified as under:

Points raised

Clarification

<u>Points raised</u>	<u>Clarification</u>
1. As per DOP&T O.M.No. 31011/2/2006-Estt.(A) dated 24 th April, 2006 journey by private airlines is permissible to non-entitled	Yes. As per DOP&T O.M. No.31011/2/2007-Estt.(A) dt. 21 st May,2007 re-imburement at the

	officer for LTC subject to condition that reimbursement of fare would be restricted to the entitled class by rail. Whether train fare upto Rajdhani/Shatabdi Express is reimbursable?	rates applicable for Rajdhani/Shatabdi Express trains is permissible provided the Government servant is entitled to travel by such trains in such class and the places visited or the portion traveled by air is directly connected by Rajdhani /Shatabdi. Thus, the DOP&T O.M.No. 31011/8/1998-Estt.(A) dated 31.3.1999 stands modified to this extent in respect of item 5 therein.
2.	If the Home Town/place of visit under All India LTC of an employee is connected by Train/Road but is not directly connected by Air Rajdhani/Shatabdi Express Trains. In such a case can the employee be entitled to re-imbusement of fare by Rajdhani/Shatabdi Express Trains and partly by rail/road.	All the other clarifications regarding reimbursement of fare by Rajdhani/Shatabdi trains contained in this Department's O.M. No.31011/8/1998-Estt(A) dated 31.3.1999 will continue to apply while regulating the admissible fare in the case of such air journeys on LTC.
3.	If a Government employee/his family member is entitled to concessional train fare such as Senior citizen, Student concession, children etc. whether in case of air travel, the reimbursement would be restricted to such concessional fare by train to entitled class.	If full air fare has been charged by the airlines and paid by the Government servant the reimbursement would be restricted to the full train fare entitled class including Rajdhani/Shatabdi.

8. Issue of fresh instructions under All India Services (Leave Travel Concession)

Rules, 1975: It is conveyed that the instructions/clarifications contained in this Department's following four Office Memoranda may be extended to the All India Services officers:

1. No.31011/3/2008-Estt.(A), dated 07.02.2007.
2. No.31011/6/2002-Estt.(A), dated 26.03.2008.
3. No.31011/4/2007-Estt.(A), dated 02.05.2008.
4. No.31011/4/2007-Estt.(A), dated 14.05.2008.

[DOPT letter No.11022/2/2008-AIS-II, dated 10th June, 2008]

Copy of DOPT Office Memorandum No. 31011/3/2008-Estt.(A), dated 07.02.2007

The undersigned is directed to say that as per instructions contained in Ministry of Home Affairs OM No.43/15/59-Estt.(A) dated 19.7.1960, LTC (Home Town) may be availed in combination with transfer/tour. The question of extending this facility to All India LTC (anywhere in the country in a block of 4 years) has been considered and it has been decided that the provisions of the aforesaid OM dated 19.7.1960 will also be applicable for All India LTC availed in combination with transfer/tour.

2. Tour T.A. and transfer T.A. shall be regulated in terms of relevant instructions of Ministry of Finance.
3. These orders will take effect from the date of issue but claims which were pending on the date of issue may be regulated under these orders. Past cases in which decisions have already been taken will not be re-opened.
4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Audit General.

Copy of DOPT Office Memorandum No. 31011/6/2002-Estt.(A), dated 26.03.2008:

The undersigned is directed to say that under the existing instructions contained in this Department's O.M.No.31011/6/2002-Estt.(A) dated 30th July, 2002, Leave Travel Concession is qualify for the purpose of availing if the tour is conducted by ITDC/STDC either in their own buses or buses hired or chartered by them from outside provided the ITDC/STDCs certify that the journey has been actually been performed by the Government servant and his family members for which he is claiming the LTC. The Indian Railway Catering and Tourism Corporation Ltd.(IRCTC), a Government of India enterprise under Ministry of Railways is also offering package to LTC facility availers across India. It has been decided that the tours conducted by IRCTC will also qualify for the purpose of availing LTC on the lines of ITDC/STDCs subject to the following conditions:-

- (1) A certificate will be issued by the IRCTC Ltd. that the journey has actually been performed by the Government servant and his family members for which he is claiming the Leave Travel Concession.
- (2) IRCTC Ltd. will indicate separately the rail fare and bus fare competent.

Copy of DOPT Office Memorandum No.31011/4/2007-Estt.(A) dated 2 May, 2008 regarding CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER:

The undersigned is directed to say that in relaxation of CCS (LTC) Rules, 1988, the Government have decided to permit Government servants to travel by air to North Eastern Region on LTC as follows:-

- (i) Group A and Group B Central Government employees will be entitled to travel by Air from their place of posting or nearest airport to a city in the NER or nearest airport.
 - (ii) Other categories of employees will be entitled to travel by air to a city in the NER from Guwahati or Kolkata.
 - (iii) All Central Government employees will be allowed conversion of one block of Home Town LTC into LTC for destinations in NER.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
 3. Data regarding number of Government employees availing LTC to NER may be maintained.

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

Copy of DOPT Office Memorandum No. No.31011/4/2007-Estt.(A) dated 14th May, 2008 Regarding Central Civil Services (LTC) Rules, 1988- clarification regarding reimbursement of fare in respect of travel by air to visit NER :

After issue of DOP&T O.M. No. 31011/4/2007-Estt.(A) dated 2nd May, 2008 allowing Government servants to travel by air to North Eastern Region on LTC Clarifications on certain points have been sought by Government servants/ various Ministries/ Departments. The doubts raised by various authorities are clarified as under:-

	Points raised	Clarification
1.	Whether Sikkim is included in NER?	Yes. NER includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura.
2.	Whether Government employees travel by Helicopter?	No. On LTC Government employees can travel only in (y) class in a passenger plane of airlines.
3.	Whether a Government servant can travel by private airlines?	Yes. DOP&T vide O.M. No. 31011/2/2006-Estt.(A) dated 24/4/2006 has allowed LTC journey by private airlines subject the conditions laid down in the Department of Expenditure O.M. No.19024/1/E.IV/2005 dated 24th March, 2006 regarding air travel by Government servants within India during official visits. However, in the case of visit to NER in terms of O.M. dated 2.5.2008, full fare will be admissible to the categories of employees indicated therein.
4.	Whether a Government servant visiting Sikkim can travel by air upto Bagdogra which is not situated in NER?	Yes. A Government employees is entitled to travel by air from their place of posting (or nearest airport) to a city in the NER (or nearest airport)
5.	Whether a Government employee who has already availed All India LTC is entitled for LTC to visit NER in terms of O.M. dated 2.5.2008?	A Government employee can avail LTC to visit NER by conversion of one block of home-town LTC, if the same is available. However, the Government employees whose headquarters and home-town being same are not entitled for home-town LTC and the question of conversion of home-town LTC into LTC for NER in such cases does not arise.
6.	Whether air fare of children whose full fare is charged by the airlines is reimbursed?	If full air fare has been charged by the airlines and paid by the Government servant the same will be reimbursed.
7.	Whether Non Gazetted Group B officers are entitled to travel by air to	Yes. Group A Group B Central Government employees (Gazetted and Non-Gazetted) will be entitled to travel by Air from their place of posting

	NER	(or nearest airport) to a city in the NER (or nearest airport).
8.	Whether Government employee who has already availed one home town LTC in the current block can avail LTC to visit NER?	Yes. He can avail it against All India LTC.
9.	India Airlines etc. are offering Package Tours. Whether total package is reimbursable?	In LTC, fare at the normal rate for the entitled class between headquarters and place of visit by shortest route or cost actually paid whichever is less is reimbursable.

9. Acceptance of recommendations of 6th Central Pay Commission relating to LTC for All India Services officers:

I am directed to enclose herewith copy of the latest instructions of the Government regarding LTC to Central Government employees and to state that the instructions contained in this Department's Office Memorandum no. 31011/4/2008-Estt.(A), dated 23rd September, 2008 will also be applicable to the All India Services officers.

[DOPT letter no.11022/2/2008-AIS-II, dated 7th October, 2008]

Copy of DOPT Office Memorandum No. F.No. 31011/4/2008- Estt.(A) dated 23rd September, 2008 regarding Acceptance of Recommendations of Sixth Central Pay Commission relating to LTC :

Consequent upon the acceptance of the recommendations of Sixth Central Pay Commission, it has been decided to make necessary additions/changes in the CCS(LTC) Rules, 1988 as indicated below:-

Rule 4(d) Definition of family

The parents and /or step parents (stepmother and stepfather)who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employee or not.

The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. The extant conditions in respect of other relations included in the family including married / divorced / abandoned / separated / widowed daughters shall continue without any change.

Rule 8 Types of LTC

Fresh recruits to Central Government may be are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

Rule 12 Entitlement

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the 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. Air Journey by Private Airlines will however, continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24th March, 2006 and in terms of the orders of DOPT in this regard..

Encashment of Earned Leave alongwith LTC

Government officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

2. These changes are effective from 1st September, 2008.
3. The LTC claim pertaining to the period prior to 31st August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be reopened.
4. In so far as persons working in the Indian Audit & Accounts Department are concerned, these orders are being issued in consultation with C & A.G. of India.
5. Hindi version will follow.

Copy of Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord./2008, dated 10th November, 2008 regarding guidelines on Economy Measures and Rationalization of Expenditure in connection with LTC: Reference is invited to the guidelines on austerity measures issued vide O.M. of even number dated 5th June, 2008 and DoPT O.M. No. 31011/4/2008-Estt.(A) dated 23rd September, 2008 regarding acceptance of Sixth Pay Commission's recommendations related to LTC. Vide the O.M. of DoPT, it has been stipulated that travel entitlements for the purpose of official tour/transfer of LTC will be the same but no daily allowance will be admissible for travel on LTC. In order to meet the objective of expenditure management in view of the current Economy Measures, it is further stipulated that insofar as travel on LTC is concerned for those entitled to travel by air, the cheapest economy fare ticket will be allowed, irrespective of entitlement of such officers to travel while on tour.

These orders come into effect from the date of issue.

10. Expenditure Management – Economy Measures and Rationalization of Expenditure – Guidelines relating to LTC – clarification for All India Service officers :

I am directed to enclose herewith copy of the latest guidelines of the Government regarding LTC to Central Government employees and to state that the instructions contained in this

Ministry of Finance, Department of Expenditure's Office Memorandum no. 7(1)/E.Coord/2008, dated 10th November, 2008 and 4th December, 2008 will also be applicable to the All India Services officers.

[DOPT letter no.11022/2/2008-AIS-II, dated 15th January, 2009]

Copy of Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord./2008, dated 4th December, 2008.

The undersigned is directed to refer to OM of even number dated 10 November 2008 regarding expenditure management and guidelines for LTC. In view of the reference received in regard to the difficulties in determination of cheapest' economy fare, it is clarified that officers and/or their families may choose to travel on LTC by any airline provided that the fare does not exceed the fares offered by NACL (Air India) under their LTC 80 scheme effective from 1 December, 2008 for sectors covered under the scheme, details of which are available on the website http://www.indianairlines.in/scripts/leavetravel_concession. For sectors not covered by the LTC 80 scheme of NACIL, officers should ensure that cheapest economy tickets are purchased by either booking through internet/ airlines directly/authorized travel agents.

2. It may also be certified by each officer while submitting his/her LTC claim that no other benefit, other than air travel, has been availed of as a part of any package offered by any airline.

3. These orders will be applicable in the case of tickets booked on after the date of issue. In respect of tickets booked between 10 November 2008 and the date of issue of these orders. LTC claims may be processed for clearance provided full fare economy tickets have not been purchased and no other benefits, except air travel, have been availed of.

Copy of DOPT Office Memorandum No. 31011/4/2008-Est1.(A) dated 3rd June, 2009 regarding 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.

11. Issue of fresh instructions under All India Services (Leave Travel Concession) Rules, 1975: 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.

[DOPT letter no.11022/2/2008-AIS-II, dated 18th October, 2010]

Copy of DOPT Office Memorandum No.31011/4/2008-Estt.(A) dated 3rd June, 2009 regarding Travel entitlement for the purpose of Leave Travel Concession: The undersigned is directed to OM 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 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 entitlement on tour. A number of references are being received in his 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 entitlement 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 fare 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.

Copy of Ministry of Finance, Department of Expenditure OM No. 19024/2/2009-E.IV, dated 13th July, 2010 regarding 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 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 official 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 closet 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.

Copy of DOPT Office Memorandum No. 31011/2/2006-Est1.(A) dated 27th July, 2009 regarding Regulation of Journey by air while availing Leave Travel Concession-clarification: 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//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.

Copy of DOPT Office Memorandum No. 31011/2/2006-Estt.(A) dated 9th Sept, 2009 regarding regulation of journey by air while availing Leave Travel Concession clarification: 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.

Copy of DOPT Office Memorandum No. 31011/3/2009-Estt.(A) dated 28th October, 2009 regarding use of own car/hired taxi on LTC journey on account of physical hardship:

1. 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 hardship/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.

Copy of DOPT Office Memorandum No. 14028/3/2008-Estt.(L) dated 16th November, 2009 regarding Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government employees:

1. The undersigned is directed to refer to this Department's O.M. of even number dated 25th September, 2008 on the subject mentioned above according to which encashment of leave in respect of central Government employees will be considered both for earned leave and half pay leave subject to overall limit of 300 days and in respect of encashment of half pay leave, no reduction shall be made on account of pension and pension equivalent of other retirement benefits. In case of shortfall in earned leave, no commutation of half pay leave is permissible. The order was made effective from the **1st** September, 2008. The matter was reconsidered in this Department in consultation with the Department of Expenditure (Implementation Cell) and it has been decided to modify the date of effect of this Department's O.M of even number dated 25th September, 2008 to 01.01.2006 instead of 01.09.2008 subject to the following conditions:-

- (i) The benefit will be admissible in respect of past cases on receipt of applications to that effect from the pensioners concerned by the Administrative Ministry concerned.
- (ii) In respect of retirees who have already received encashment of earned leave of maximum limit of 300 days together with encashment of HPL standing at their credit on the date of retirement, such cases need not be reopened. However, such cases in which there was a shortfall in reaching the maximum limit of 300 days can be reopened.
- (iii) Calculation of cash equivalent in respect of HPL at credit shall be made *mutatis mutandis* in the manner given in this Department's O.M. of even number dated 25.09.2008.

2. In respect of persons serving in the Indian Audit & Accounts Departments, these O.M. issues with the concurrence of the Comptroller and Auditor General of India.

Copy of DOPT Office Memorandum No. 14028/2/2009-Estt.(L) dated 24th November, 2009 regarding Encashment of earned leave along with LTC:

The undersigned is directed to refer to DOP&T O.M.No. 31011/4/2008-Estt.(A), dated 24th November, 2009 allowing encashment of earned leave alongwith LTC and to say that various references are being received from Ministries Departments with regard to the applicability of Rule 38-A of the CCS (Leave) Rules, 1972 to the Central Govt. employees. In this regard it is clarified that:

(1) Central Govt. employees governed by CCS (Leave)Rules, 1972 who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in **PSUs / Corporation/Autonomous** Bodies etc. and

(2) Central Govt. employees governed by CCS (Leave) Rules, 1972 who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railways/National Airlines who are entitled to privilege passes/ concessional tickets are entitled to leave encashment while availing the LTC facility of their spouse/privilege passes/concessional tickets of their spouse on fulfilment of all the conditions as stipulated in Rule 38-A of the CCS (Leave) Rules, 1972 twice in a four years block of LTC.

Copy of DOPT Office Memorandum No. 1402812/2009-Estt.(L)dated 24th November, 2009 regarding Encashment of earned leave along with LTC –Clarification: The undersigned is directed to refer to DOP&T O.M.No.31011/4/2008-Estt.(A), dated 23rd September, 2008 allowing encashment of earned leave along with LTC and to say that various references are being received from Ministries/Departments with regard to the applicability of Rule 38-A of the CCS (Leave) Rules, 1972 to the Central Govt. employees. In this regard it is clarified that

(1) Central Govt. employees governed by CCS (Leave)Rules, 1972 who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in **PSUs/Corporation/Autonomous** Bodies etc. and

(2) Central Govt. employees governed by CCS (Leave) Rules, 1972 who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railways/National Airlines who are entitled to privilege Passes/concessional tickets are entitled to leave encashment while availing the LTC facility of their spouse/privilege passes/ concessional tickets of their spouse on fulfillment of all the conditions as stipulated in Rule 38-A of the CCS (Leave) Rules, 1972 twice in a four years block of LTC.

Copy of DOPT Office Memorandum No. 31011/6/2002-Estt.(A) dated 2nd December. 2009 regarding LTC to Central Government Employees -Travel by tour packages operated by IRCTC:

1. 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/ISTDC 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-imbusement 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.

Copy of DOPT Office Memorandum No. 31011/2/2006-Estt.(A) dated 11th March, 2010 regarding Regulation of journeys by private airlines while availing Leave Travel Concession:

1. The undersigned is directed to refer to Department of Expenditure O.M. No.19024/4/2009-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 Concessions(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.

Copy of DOPT Office Memorandum No. No. 31011/4/12007-Estt.(A) dated 20th April, 2010 regarding relaxation for travel by air to visit NER under CCS (LTC) Rules, 1988: 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.

Copy of DOPT Office Memorandum No. No. 31011/4/2007-Estt.(A) dated 23rd April, 2010 regarding relaxation for travel by air to visit NER under CCS (LTC) Rules, 1988 -: 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.

Copy of DOPT Office Memorandum No. 31011/2/2003-Estt.(A) dated 18th June, 2010 regarding relaxation for travel by air to visit J& under CCS(LTC) Rules, 1988 – 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 issue in consultation with the Comptroller and Auditor General of India.

Copy of DOPT Office Memorandum No. 31011/2/2003-Estt.(A) dated 5th August, 2010 regarding Regulation of Journeys by private airline while availing Leave Travel Concession to Jammu & Kashmir:

1. After issue of DOPT O.M.No. 31011/2/2003-Estt.(A) dated 18th June, 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 doubt 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 restrictions 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.

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

Copy of DOPT Office Memorandum No. 3101112/2006-Estt.(A) dated 9th September, 2010 regarding regulation of Journey by air while availing Leave Travel Concession : 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.

Copy of DOPT Office Memorandum No. 19024/1/2009-E.IV dated 16th September, 2010 regarding Guidelines on Air Travel on Tours/L.T.C.: This Department is receiving repeated references seeking clarifications with regard to purchase of Air Tickets through authorised 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 13.7.09.
 - (ii) Air Tickets may be purchases directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorised 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) dated 2.12.09).
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 18.6.10 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.