

OFFICE OF THE PAY AND ACCOUNTS OFFICER-XII
GOVT. OF NCT OF DELHI: 10TH FLOOR, MSO BLDG.,
I.T.O., NEW DELHI-110002
Ph.:011-23490434

No.PAO-XII/2018-19/PC/ 2007

Dated: 26-11-18

To
The Director (Personnel),
PWD, 12th Floor, MSO Building,
I.P. Estate, New Delhi-110002.

Sub:- Adjustment of LTC Bills.

Sir,

A large number of LTC advance is lying pending in this office due to non-Submission of adjustment bills from the concerned DDO's of PWD. The details of the LTC advance is attached herewith.

You are therefore, requested to direct the concerned DDO to submit the adjustment bill immediately in the light of circulars dt. 25.02.2016, clause 2(ii) 1 and 2 of DOPT No. 31011/3/2013 Estt (A.IV) dt. 12.07.2016 and clause 3 of DOPT circular no. 31011/3/2018-Estt (A-IV) dt. 20.09.2018 (copy attached).

Yours faithfully,

(AJAY KUMAR GUPTA)
PAY AND ACCOUNTS OFFICER-XII

कार्यालय प्रमुख सभी मन्त्रालयों को
सं. ई-एन-डी/पी/लकडुलर/2018/7317 दि. 03/12/2018
प्रतिलिपि: - सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।
① लॉकडुलर की वेब-साइट।

सहायक प्रशासनिक अधिकारी
कार्यालय प्रमुख अभियंता
लो० नि० वि०, दिल्ली सरकार
12वां तल, पुलिस मुख्यालय,
नई दिल्ली-110002
312

**DETAILS OF LTC/TA ADVANCES ISSUED BY PAO 12
DURING THE YEAR 2017-18 TO VARIOUS DDO**

ADVANCE					DJUSTMEN	
S.NO.	DDO	NAME OF OFFICIAL/OFFICER	BILL NO.	AMOUNT	Month	REMARKS
1	84078	Raj Kumar, OS	378	13134	Sep-17	
2	84091	Sh. Narender Singh, JE/C	662	173398	Mar-18	
3	84252	Sh. Deependra Chandra Jaswal	251	16700	Nov-17	
4	84252	Sh. Jaswinder Pal	270	1040	Dec-17	

**DETAILS OF LTC/TA ADVANCES ISSUED BY PAO 12
DURING THE YEAR 2018-19 TO VARIOUS DDO**

ADVANCE					DJUSTMEN		12.10.18
S.NO.	DDO	NAME OF OFFICIAL/OFFICER	BILL NO.	AMOUNT	Month	REMARKS	
1	84076	Sh. Deepak Bhatia, UDC	124	70000	May-18		
2	84076	Sh. Manohar Lal Sharma	412	128260	Sep-18		
3	84078	Sh. Asif Iqbal Ansari, AE	226	68607	Jun-18		
4	84079	Sh. Dinesh Rawat, LDC	23	2471	Apr-18		
5	84080	Sh. Vinod Kr.	39	8865	Jun-18		
6	84080	Sh. Ram Kr. Choudhary	76	83568	Aug-18		
7	84081	Sh. Naurti Ram Tardaka	56	33900	May-18		
8	84081	Sh. Suresh Nath Sharma,	54	147442	May-18		
9	84081	Sh. Sohan Singh	55	84938	May-18		
10	84081	Sh. Satish Kr. Balhara	71	147442	May-18		
11	84082	Sh. Mukesh Batra	241	47369	Aug-18		
12	84085	Sh. Sudhir Kr.	46	23483	May-18		
13	84085	Sh. Govind Prasad	130	7272	Aug-18		
14	84087	Sh. Bijender Kr.	46	61632	May-18		
15	84087	Sh. Roop Singh Meena	86	105808	Jun-18		
16	84088	Sh. Narender Singh, JE	50	116040	May-18		
17	84089	Smt. Kamla, LDC	41	75512	Apr-18		
18	84089	Sh. Mukesh Kr., Steno-II	56	156748	May-18		
19	84089	Sh. Amit Kr. Chhabra, D/Man	58	156748	May-18		
20	84089	Sh. Hari Prakash Gupta, LDC	416	55000	Sep-18		
21	84090	Sh. Sajal Deb Nath, AAO (A/cs)	197	47018	Sep-18		
22	84091	Sh. Yuv Raj Singh, UDC	113	23274	May-18		
23	84091	Sh. Kanhiya Lal, UDC	111	34911	May-18		
24	84091	Sh. Randhir Singh Sagar, JE	144	88632	May-18		
25	84091	Sh. Om Raj, LDC	155	24570	Jun-18		
26	84091	Sh. Keshav Ram, MTS	352	57456	Sep-18		
27	84091	Sh. Upender Walia, JE	374	11900	Sep-18		
28	84251	Sh. Rajesh Kr. Singh, AE©	130	110170	Aug-18		

ADVANCE					DJUSTMEN	12.10.18
S.NO.	DDO	NAME OF OFFICIAL/OFFICER	BILL NO.	AMOUNT	Month	REMARKS
29	84251	Sh. Ram Chandra, JE ©	144	16000	Sep-18	
30	84252	Sh. Ashok Kr.	133	20000	Jun-18	
31	84252	Sh. Kanhiya Lal	128	70000	Jun-18	
32	84252	Md. Sarafat Hussain, JE ©	261	6000	Sep-18	
33	84253	Sh. Rajpal	108	189200	Jun-18	
34	84253	Sh. Shubhankar Ray Choudhary	210	25599	Sep-18	
35	84254	Sh. Swantanter Kr. Sood, AE©	152	18000	Aug-18	
36	84254	Sh. Lal Chand, Sr. D/M	165	68900	Sep-18	
37	84254	Sh. Uma Shankar, AE©	178	68900	Sep-18	

No. 31011/3/2013-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: July 12, 2016

OFFICE MEMORANDUM

Subject:- Irregularities and misuse in availing Leave Travel Concession-Guidelines to be followed.

The undersigned is directed to enclose a copy of draft O.M. on the subject noted above for comments within 15 days to the undersigned (email address: jha.sn@nic.in).

Surya Narayan Jha
12.7.16
(Surya Narayan Jha)

Under Secretary to the Government of India

The Secretaries
All Ministries / Departments of 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 Investigations, 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. NIC, DoP&T with the request to upload this OM on Department's website (OMs/Orders→Establishment→ LTC Rules)
10. Hindi section for Hindi version.

No. 31011/3/2013-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001
Dated: , 2016

OFFICE MEMORANDUM

Subject:- Irregularities and misuse in availing Leave Travel Concession- Guidelines to be followed.

The undersigned is directed to say that some instances where some Government servants colluded with private travel agents to submit LTC claims showing inflated airfare to clandestinely obtain undue benefits like free boarding/lodging/transport or cash refunds have come to notice of the Government.

2. In order to curb these malpractices the following steps may be taken:

(i) As per instructions reiterated from time to time, in all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines (Booking counters, website of airlines) or by utilizing the service of authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC'. Proposals from different Ministries/Departments for relaxation continue to be received on the plea that the Government servant was not aware of this requirement. Vide the OM dated No. 31011/3/2015-Estt (A.IV) dated 18th February, 2016 detailed guidelines on submission and processing of claims were circulated. These guidelines are required to be made available to Government servants whenever they apply for LTC. Plea of ignorance of the instructions therefore cannot be used by such Government servants.

The nodal Ministries of M/s Balmer Lawrie & Co. (Ministry of Petroleum and Natural Gas), M/s Ashok Travels & Tours (Ministry of Tourism) and IRCTC (Ministry of Railways) shall issue instructions to these organisations to ensure compliance to the instructions issued vide O.M. dated 18th February, 2016 on issue of air tickets. Any violation of these instructions shall invite blacklisting.

(ii) Vide the Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 04.03.2011, it was clarified that reimbursement of air fare lower than LTC-80 fare of Air India is admissible for the journey(s) performed by Air India under LTC-80. LTC-80 fare is to be used as the ceiling beyond which no claim will be entertained. It has now been decided that in accordance with the canons of financial propriety, Government servants should purchase tickets at the lowest rate available at the time of booking for the date and time of scheduled journey. Government servant will be required to submit the print out of the tickets showing date and time of booking in addition to the fare charged. It may, however, be kept in mind that in some cases of cancellation/rescheduling, a refund fee may be applicable. This will be borne by the employee unless the journey had to be rescheduled/cancelled due to exigencies of work. The Authority which has approved the LTC will have the powers to cancel or reschedule it.

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: 2 :

(iii) While submitting the LTC claim after completion of the LTC journey, the Govt. servant will be required to submit a self-certificate on plain paper as follows:

- (1) I certify that the airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging/local transport.
- (2) I also certify that I have booked the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.

3. The Administrative Ministries/Departments may also from time to time do random checks from airlines whether the tickets were booked at the lowest fare available on that date. Attention of the Ministries/Departments is also invited to Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 which requires the Government servants to maintain absolute integrity at all times. In addition, cheating/fraud also attract various sections of the Indian Penal Code 1860. Ministries/Departments should therefore not hesitate to take severe action against employees guilty of deliberate malpractices, particularly in collusion with travel agents etc.

4. All the Ministries/ Departments of Government of India are requested to bring the contents of this O.M. to the notice of all concerned.

(Surya Narayan Jha)

Under Secretary to the Government of India

The Secretaries
All Ministries / Departments of Government of India.
(As per the standard list)

Copy to:-

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2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
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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. NIC, DoP&T with the request to upload this OM on Department's website
(OMs/Orders → Establishment → LTC Rules)
10. Hindi section for Hindi version.

No. 31011/3/2018-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001
Dated: September 20, 2018

OFFICE MEMORANDUM

Subject:- **Central Civil Services (Leave Travel Concession) Rules, 1988 — Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25.09.2018.**

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2014-Estt.A-IV dated 19.09.2016 on the subject noted above and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2018 till 25th September, 2020 as under:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
 - (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K and A&N.
 - (iii) Permission to undertake journey to J&K, NER and A&N by private airlines.
2. The above special dispensation is subject to the following terms & conditions:
- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K against the conversion of their one Home Town LTC in a four year block.
 - (ii) Government servants, whose Home Town and Headquarters/place of posting is the same, are not allowed the conversion.
 - (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.
 - (iv) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
 - (v) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors:
 - (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
 - (c) Between Delhi/Amritsar and any place in J&K.

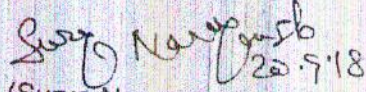
Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar shall be undertaken as per their entitlement.

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- (vi) Air travel by Government employees to NER, J&K and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service 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 DoPT's O.M. No. 31011/6/2002- Estt.(A) dated 02.12.2009] while undertaking LTC journey. Booking of tickets through other agencies is not permitted and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.

3. Efforts should be made by the Government servants to book air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

4. In so far as the employees of Indian Audit and Accounts Department are concerned, this order issues after consultation with Comptroller & Auditor General of India.


(Surya Narayan Jha)
Under Secretary to the Govt. of India

To

The Secretaries
All Ministries/ Departments of the Government of India
(As per the standard list)

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9. Hindi Section for Hindi version.
10. NIC, DoP&T with the request to upload this OM on Department's website at 'What's New' and OMs/Orders→Establishment→ LTC Rules.

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department,
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No.F.20/10/2016-AC/ 104-28

Dated: 25/2/16

To

1. All the Pr. Secretaries / Secretaries / Heads of Departments of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: Travel by air while on tour / LTC.

As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 13.07.2009, Government servants entitled to travel by air on tour are required to travel only by Air-India. As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 16.09.2010, while on LTC Government servants entitled to travel by air are required to travel by Air-India in Economy Class at LTC-80 fare.

Instances have come to the notice of the Finance Department that the air-fare being charged by Air-India is much higher than that of private airlines. The matter has been reviewed and it has been decided by the competent authority that w.e.f. 01.03.2016 the following procedure will be followed in respect of air travel on tours and LTC so as to contain the Government expenditure to that extent.


(a) Entitled category officers are allowed to travel by any airlines, i.e., either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavour to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class;

(b) In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters / offices / websites of Air-India or Private airlines or through the approved travel agencies viz., M/s Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC / DTIDC. Booking of tickets through any other agency is not permissible.

(c) No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.

(d) Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

This issues with the approval of Dy. CM / FM.


(S.N. Sahai), 25/2/16
Pr. Secretary (Finance).

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