



सा./No.: 5-1(17)/2008-PD

दिनांक/Dated: 31.05.2016

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं. / Office Memorandum No.	विषय/ Subject
1	DoPT OM No. 31011/11/2015-Estt. (A-IV) dated 12.05.2016	Central Civil Services (Leave Travel Concession) Rules, 1988- Admissibility of catering charges in respect of rail journey performed on LTC - Clarification - reg.
2	DoPT OM No. 31011/8/2015-Estt. (A-IV) dated 13.05.2016	Revision of the time limit for drawl of advance for the purpose of LTC journey by train – reg

भवदीय/Yours faithfully,

(विनोद कुमार)

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. :यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make these OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

No. 31011/11/2015-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

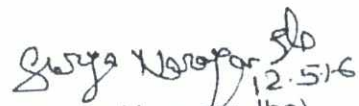
North Block, New Delhi-110 001
Dated: May 12, 2016

OFFICE MEMORANDUM

Subject:- **Central Civil Services (Leave Travel concession) Rules, 1988-
Admissibility of catering charges in respect of rail journey performed
on LTC.- Clarification reg.**

The undersigned is directed to say that several references are received in this Department from various Ministries/Departments seeking clarification regarding the admissibility of catering charges charged by the Indian Railways in respect of the rail journey(s) performed by Rajdhani/Shatabdi on LTC.

2. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is clarified that if the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani/Shatabdi/Duronto trains, the fare charged shall be reimbursable in full as per the entitlement/eligibility of the Government servant.


(Surya Narayan Jha)

Under Secretary to the Government of India

To

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 O.M. on Department's web site
(OMs/Orders → Establishment → LTC Rules)

F. No. 31011/8/2015-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 May 13, 2016

OFFICE MEMORANDUM

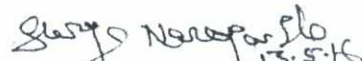
Subject:- Revision of time limit for drawal of advance for the purpose of LTC journey by train.

The undersigned is directed to refer to this Ministry's O.M. No. 31011/5/98-Estt.(A) dated 30.03.1998 regarding relaxation of time-limit for drawal of LTC advance, wherein it has been stated that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey.

2. Since, the Ministry of Railways has decided to increase the Advance Reservation Period (ARP) for booking accommodation in trains from 60 days to 120 days (excluding the date of journey) w.e.f. 1st April 2015, the time-limit for drawal of LTC advance by the Government servants may be increased from 65 days (i.e. 2 months & 5 days) to 125 days (i.e. 4 months and 5 days) in case of journey by train.

3. Cases where the LTC journey is proposed to be undertaken by other modes of transport viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.

4. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilised the amount to purchase the tickets.


(Surya Narayan Jha) 13.5.16

Under Secretary to the Government of India

To

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(As per the standard list)

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- ✓ 9. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders→ Establishment→ LTC Rules)
10. Hindi Section for Hindi version.