

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सां/No. : 5-1(33)/2008-PD

दिनांक/Dated: 14.01.2022

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदया/Madam / महोदय/Sir,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/ . Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 23.11.2021 का कार्यालय ज्ञापन सं० 31011/1/2020-Estt. A.IV Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training Office Memorandum No. 31011/1/2020-Estt. A.IV Dated 23.11.2021	Reimbursement of cancellation/ reschedule charges for air/train tickets booked for the purpose of LTC and repayment of LTC advance due to Covid-19 pandemic – regarding.

भवदीय/Yours faithfully

(उपेन्द्र उपाध्याय/ Upendra Upadhyay)
अनु.अधि.(नीति प्रभाग)/ Section Officer (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

F. No. 31011/1/2020-Estt. A.IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment (A-IV) Desk

North Block, New Delhi
Dated: 23rd November, 2021

OFFICE MEMORANDUM

Subject: Reimbursement of cancellation/reschedule charges for air/train tickets booked for the purpose of LTC and repayment of LTC advance due to Covid-19 pandemic – regarding.

The undersigned is directed to refer to this Department's O.Ms of even number dated 07.01.2021 (copy enclosed) and 05.02.2021 (copy enclosed) on the above mentioned subject.

2. In Para 3(i) of the aforementioned O.M. dated 07.01.2021, it was provided as under:

“Ministries/Departments are delegated the power to reimburse the cancellation/reschedule charges of air/train tickets, as a one-time relaxation, to such Government servants who had booked advance air/train tickets for the purpose of LTC journey during the Lockdown period from 24th March, 2020 to 31st May, 2020 but were not able to perform the journey due to cancellation/rescheduling of flights/trains during that period. Such Government servants seeking reimbursement of cancellation/reschedule charges shall be required to produce the receipt of cancellation/re-schedule charges incurred by them.”

3. The above mentioned matter has been reviewed in consultation with the Department of Expenditure and it has been decided to allow the relaxation, as provided in para 3(i) of OM dated 07.01.2021, w.e.f. 21.03.2020 to 31.05.2020 in lieu of 24.03.2020 to 31.05.2020, for reimbursement of cancellation/rescheduling charges of air/train tickets for LTC journeys.

4. Further, para 3(ii) of the aforementioned O.M. dated 07.01.2021 is as under, which were further clarified vide OM of even number dated 05.02.2021.

“In cases where the airlines have kept the refund amount in ‘Credit Shell’, Ministries/Departments may extend the period of repayment of LTC advance taken by the Government servant for LTC

Contd.....

journey scheduled during the lockdown period (March-May, 2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier. Also, penal interest may not be charged on LTC advance amount taken by the Government servant on LTC journey scheduled during the lockdown period."

5. In this regard, it has been decided to extend the period of repayment of LTC advance taken by such Government servants till 30.11.2021, instead of 28.02.2021 or till such time the amount placed in 'credit shell' is utilised by the Government servant to perform LTC journey, whichever is earlier.

6. Hindi version will follow.

Encl: As above



(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

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. Hindi Section for Hindi Version.



No. 31011/1/2020-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-110001

Dated: 7 January, 2021

OFFICE MEMORANDUM

Subject:-Reimbursement of cancellation/reschedule charges for air/train tickets booked for the purpose of LTC and relaxation of LTC advance due to COVID-19 pandemic- relaxation regarding.

During the months of March - May, 2020, a Nation-wide Lockdown was implemented across the country in view of the prevailing Covid-19 epidemic. During this period, all domestic flights within India were cancelled but certain airlines have charged the cancellation charges against the pre-booked air tickets. In such a situation, many Government employees who had booked LTC tickets in advance for that period are facing financial difficulties in view of the high cancellation amount charged by the airlines. In this regard, requests are being received in this Department for grant of one-time relaxation for reimbursement of the cancellation charges.

2. It has also been observed that many airlines have not refunded the ticket amount for the air tickets booked in advance for the LTC journey scheduled during the lockdown period. These airlines have kept the booking amount with them in the form of 'credit shell' and have given the option to the passengers to travel within a year. This is causing undue hardships to the Government employees as the LTC advance along with penal interest, is required to be returned if the journey is not undertaken. Requests have been received in this regard for extension of time-limit for settlement of LTC advance and exemption of penal interest till such date the journey is performed by them.

3. The matter has been considered in this Department, in consultation with Department of Expenditure, and the following decisions are conveyed :-

- (i) Ministries/Departments are delegated the power to reimburse the cancellation/ reschedule charges of air/train tickets, as a one-time relaxation, to such Government servants who had booked advance air/train tickets for the purpose of LTC journey during the Lockdown period from 24th March, 2020 to 31st May, 2020 but were not able to perform the journey due to cancellation/rescheduling of flights/trains during that period. Such government servants seeking

reimbursement of cancellation/ reschedule charges shall be required to produce the receipt of cancellation/re-schedule charges incurred by them.

- (ii) In cases where the airlines have kept the refund amount in 'Credit Shell', Ministries /Departments may extend the period of repayment of LTC advance taken by the Governmentt servant for LTC journey scheduled during the lockdown period(March-May, 2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier. Also, penal interest may not be charged on LTC advance amount taken by the Government servant on LTC journey scheduled during the lockdown period.
- (iii) In cases where the Government servants have drawn LTC advance as well as leave encashment so as to perform the LTC journey, but could not perform journey during the lockdown period and now intend to opt for Special Cash Package Scheme in lieu of LTC in accordance with Department of Expenditure's OM No. 12(2)/2020-E.II(A) dated 12.10.2020, they are also allowed to avail the facility of the Scheme. The LTC advance and leave encashment which have remained unsettled due to non-performance of the journey, may be adjusted as per the provisions of the Special Cash Package Scheme.

4. Hindi Version will follow.


(Satish Kumar)

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. Hindi Section for Hindi Version.

No. 31011/1/2020-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-01
Dated: February 5, 2021

OFFICE MEMORANDUM

Subject:- Reimbursement of cancellation/reschedule charges for air/train tickets booked for the purpose of LTC and relaxation of LTC advance due to COVID-19 pandemic- clarification reg.

The undersigned is directed to refer to para 3(ii) of DoPT's O.M. of even no. dated 7th January, 2021 on the subject noted above vide which it was communicated that:

In cases where the airlines have kept the refund amount in 'Credit Shell', Ministries / Departments may extend the period of repayment of LTC advance taken by the Government servant for LTC journey scheduled during the lockdown period(March-May,2020), till 28.02.2021 or till such time the amount in 'Credit Shell' is utilised by the Government servant to perform LTC journey, whichever is earlier.

2. In this regard, it is clarified that the employees who were eligible to perform LTC journey in 2020 as per LTC Rules, but could not perform the LTC journey during the lockdown period (March-May, 2020) and whose refund amount has been kept in 'Credit Shell' by the airlines, are allowed to perform their LTC journey till 28.02.2021, and such LTC shall be counted against the block year applied for. This shall also apply in cases of fresh recruits who are entitled to LTC every year for the initial block of eight years.

3. Hindi Version will follow.


(Satish Kumar)

Under Secretary to the Government of India

To

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

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