



सां/No. : 5-1(33)/2008-PD

दिनांक/Dated: 31.05.2021

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

महोदय/Sir / महोदया/Madam,

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, कर्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कर्मिक और प्रशिक्षण विभाग का कार्यालय ज्ञापन सं० 31011/3/2015-Estt.(A.IV) दिनांक 04.02.2021 Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 31011/3/2015-Estt.(A.IV) 04.02.2021	Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment of procedural requirements – clarification reg.

भवदीय/Yours faithfully

(राजीव शर्मा / Rajeev Sharma)
उप सचिव (नीति प्रभाग) / DS (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.

No. 31011/3/2015-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-110001
Dated: February 4, 2021

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 — Fulfillment of procedural requirements — clarification reg.

The undersigned is directed to refer to para (c) of this Department's O.M. of even number dated 09.02.2017 on the subject noted above regarding reimbursement in cases where a Government servant travels on LTC upto the nearest airport/railway station/bus terminal by authorized mode of transport and undertakes rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc.).

2. Para (c) of the aforesaid O.M. provides as under:

"(c) In case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant".

3. With regard to the above provision, many references are received in this Department seeking following clarifications:-

- (i) Whether the 100 Kms limit specified in DoPT's O.M. No. 31011/3/2015-Estt.A-IV dated 09.02.2017 is for the whole journey (i.e. to and fro combined) or separately for onward and return journey, i.e. 100 Kms for onward and 100 Kms for return journey?
- (ii) How assistance shall be provided in cases where various members of a family avail LTC separately and thus avail the facility of private taxi/transport separately? Whether in such cases also reimbursement as above shall be provided individually to each family member?

4. The matter has been considered in this Department and it is clarified that the 100 Kms limit as prescribed in DoPT's O.M. No. 31011/3/2015-Estt.A-IV dated 09.02.2017 is to be seen from one side. Hence, for the to and fro journey, the fare reimbursement shall be provided for a total of 200 Kms (100 Kms each side).

Contd...2/-

5. As regards the second situation described in para 3(ii) above, it is stated that in cases where members of the family avail LTC separately, they shall also be eligible for reimbursement of taxi fare/ private transport separately as per DoPT's O.M. No. 31011/3/2015-Estt.A-IV dated 09.02.2017.

6. 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. Central Vigilance Commission, New Delhi.
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service 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.
