



सा./No. : 5-1(17)/2008-PD

दिनांक/Dated: 11.07.2016

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 / OM No.	विषय/ Subject
1	DoPT OM No. 31011/7/2014- Estt. (A-IV) dated 15.06.2016	Central Civil Services (Leave Travel Concession) Rules, 1988- Relaxation to travel by private airlines to visit Jammu & Kashmir- Extension - reg.
2	Cabinet Secretariat, Rastrapati Bhavan OM No. 1/50/1/2016- Cab dated 11.05.2016	Preparation/Submission of notes for consideration of the Cabinet and Cabinet Committees - 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 OM available on the website & Policy Repository
- 2) कार्यालय प्रति/Office copy

No. 31011/7/2014-Estt.(A-IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk  
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North Block, New Delhi-110 001

Dated: June 15, 2016

OFFICE MEMORANDUM

Subject:- **Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Relaxation to travel by private airlines to visit Jammu & Kashmir-  
Extension reg.**

The undersigned is directed to refer to this Ministry's O.M. of even no. dated 01.06.2016 on the above noted subject and to say that travel by private airlines has been extended only in case of LTC journey(s) to visit Jammu & Kashmir region. This scheme is valid till 25.09.2016. Terms and conditions with regard to the LTC travel shall be the same as notified in this Department's O.M. dated 28.11.2014.

2. Conditions related to air travel for LTC journey to North-East Region and Andaman & Nicobar Islands shall be the same as prescribed in DoPT's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26.09.2014.



(Mukesh Chaturvedi)

Director (Establishment)

To

All Ministries/ Departments of the Government of India.

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 Investigation, 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)
10. Hindi Section for Hindi version.

New Delhi, the 11<sup>th</sup> May, 2016

**OFFICE MEMORANDUM**

**Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.**

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It has been observed that sponsoring Ministries/Departments are, in some cases, circulating draft Cabinet/Cabinet Committee notes to many Ministries/Departments for inter-ministerial consultations, including to those not related to the subject matter(s). It may be appreciated that this delays the finalization of Cabinet Notes.

2. In this connection, attention is drawn to Para 37 of the Handbook on writing Cabinet notes which states that the sponsoring Ministry/Department should consult Ministries/Departments concerned with the subject matter and the draft note(s) should be sent to the Ministries/Departments concerned, whose business is likely to be impacted by the proposal. Sponsoring Departments/Ministries are accordingly requested to undertake due diligence and circulate the draft note(s) only to the Ministries/Departments whose business is likely to be impacted by the proposal.

3. Ministries/Departments are requested to comply with these instructions.

  
(Deepti Umashankar)  
Joint Secretary  
Tel: 2301 5802

10 JUN 2016

**All Secretaries to the Government of India.**