



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



सां/No. : 5-1(33)/2008-PD

दिनांक/Dated: 30.01.2024

प्रेषक : संयुक्त सचिव (प्रशासन)

From : Joint Secretary (Admn.)

सेवा में : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/Sub: Relaxation in LTC Rules - delegation of powers to Ministries/Departments regarding time limit for the submission of the claim - reg.

महोदय/Sir / महोदया/Madam,

मुझे, उपरोक्त विषय पर भारत सरकार, कर्मिक, लोक शिकायत और पेंशन मंत्रालय, कर्मिक और प्रशिक्षण विभाग के दिनांक 21.12.2023 के कार्यालय ज्ञापन सं 31011/18/2023-Estt.(A-IV) को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Office Memorandum No. 31011/18/2023-Estt.(A-IV) dated 21.12.2023 on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,

अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/CSIR Website
- 2) कार्यालय प्रति/Office copy.

F.No. 31011/18/2023-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Personnel Policy A-IV

North Block, New Delhi.
Dated: 21st December, 2023

OFFICE MEMORANDUM

Subject:- Relaxation in LTC Rules - delegation of powers to Ministries/Departments regarding time limit for the submission of the claim - reg.

The undersigned is directed to refer to the subject cited above and to state that rules 14 and 15 of CCS(LTC) Rules, 1988 provide that a claim for reimbursement of expenditure incurred on journey under Leave Travel Concession is to be submitted within three months after the completion of the return journey, if no advance had been drawn and within one month after the completion of the return journey if advance had been drawn.

2. Vide DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007 the above time-lines were relaxed and powers delegated to the Ministries / Departments to admit the claim of reimbursement in respect of LTC journey with the concurrence of the Financial Adviser without referring the matter to DoPT with the following time-lines:-

- (a) Up to 6 months, if no advance is drawn; and
- (b) Up to 3 months if the advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of the return journey.

3. Now, in supersession of DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007, it has been decided that the Ministries/ Departments with the concurrence of the Financial Advisers and subordinate/attached offices with the concurrence of Head of Department not below the rank of Joint Secretary, can admit the claim of reimbursement in respect of LTC journey without reference to DoPT with the following time-lines in such cases where a Government servant is not in position to submit the claim within the prescribed time-limit under rule 14 and 15 of CCS(LTC) Rules, 1988 and the Ministries/Departments/attached offices/subordinate offices are satisfied that he/she was not able to do so due to circumstances beyond his/her control:-


- i. **Cases where no advance is drawn:** Up to six months;
- ii. **Cases where advance is drawn:** Up to three months provided the entire advance amount is returned within three months subject to a clause that the entire amount would be recovered within one

lumpsum and interest will be charged on the entire amount of advance from the date of drawal to the date of recovery of amount.

4 . Ministries/Departments/attached offices/ subordinate offices are requested to keep these instructions in view while processing belated LTC claims.

5. These instructions are issued with the concurrence of D/o Expenditure and shall be effective from the date of issue of this O.M.

6. Hindi version will follow.



21/12/23

(Satish Kumar)
Under Secretary to the Government of India
Tel: 2304 0341

To
All Secretaries of Ministries/ Departments of the 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 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. Hindi Section for Hindi version.
