

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

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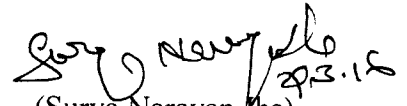
North Block, New Delhi-110 001

Dated: March 23, 2016

OFFICE MEMORANDUM

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

The undersigned is directed to enclose a copy of draft O.M. on the subject noted above for comments within 15 days to the undersigned (email address: jha.sn@nic.in).

  
(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).

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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 March , 2016

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment procedural requirements.**

The undersigned is directed to refer to para 8 and 9 of the Guidelines enclosed in this Department's O.M. of even number dated 18.2.2016 on the above noted subject and to say that the issues have been revisited in consultation with the Department of Expenditure. It has been decided that the cases where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorised mode of transport and undertakes rest of the journey to the declared place of visit by private transport/own arrangement, may be dealt with as follows:-

(i) When public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

The Government servant may also be reimbursed the fare incurred for completion of journey to the declared place of visit by own arrangement. This will be restricted to the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/ bus terminal to the declared place of visit. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(ii) Where no public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

(a) In case he does not wish to claim reimbursement for the part of the journey which he has undertaken by his own arrangement, he may be reimbursed for the part of the journey which he has undertaken by public transport. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(b) Where the Government servant claims assistance for the entire journey, the part of the journey where he has used his own arrangement would also be reimbursed as per his entitlement for journey on transfer. The Government

servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

2. In case of (b) above, the Government servant shall be required to submit a certificate that the mode of transport used by him operates from point to point on regular basis with the approval of the State Government/Transport authorities, and is authorised to ply as public carrier.

3. Above certificate need not be insisted upon in case information to the effect that (i) no public transport is available in a particular area, (ii) list of transport operators who operate on regular basis from point to point on regular basis with the specific approval of the State Government/Transport authorities, is available on the website of a State/Central Government or a State or Central PSU or in a current publication brought out by these authorities.

(Surya Narayan Jha)  
Under Secretary to the Government of India

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10. Hindi Section for Hindi version.