

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

- Subject :- 1. Central Civil Services (Leave Travel Concession) Rules, 1988 – clarifications/modifications in the LTC instructions regarding.  
2. Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) - reg.

All the Judicial Officers and officials of this establishment are hereby requested to comply with the directions as contained in Office Memorandum no.31011/17/2023-Estt.A-IV dated 10.08.2023 and Office Memorandum no.31011/11/2023- Pers. Policy A-IV dated 20.10.2023 issued by the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Pers. Policy (A-IV) regarding subject cited above respectively. The above referred Office Memorandums are also uploaded/available on the official website of this office as well as on LAYERS.


(MURARI PRASAD SINGH)  
Head of Office  
Judge, Family Court (Central)  
Tis Hazari Courts, Delhi.

Dated, Delhi the \_\_\_\_\_

No. Accts./HQs/LTC/Circular/2023/ 48019-489/9

Copy forwarded to:-

1. The Registrar General, High Court of Delhi, New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
2. The Principal District & Sessions Judge-cum-Special Judge(PC Act)(CBI), Rouse Avenue District Courts, New Delhi, with the request to circulate the directions to the officials of this establishment working under their control.
3. The Principal Judge, Family Courts, Dwarka (HQs), New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
4. O/o The President, State Consumer Disputes Redressal Commission, Vikas Bhawan, ITO, New Delhi, with the request to bring the same into the notice of staff working under their kind control in deputation/diverted capacity.
5. O/o The OSD, Hon'ble Lokayukta, Govt. of NCT of Delhi, Vikas Bhawan, ITO, New Delhi.
6. The Registrar, National Green Tribunal, Faridkot House, New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
7. The Personal Office of the Principal District & Sessions Judge (HQs), Delhi.
8. O/o The Principal Secretary(Law. Justice & L.A.), Government of NCT, Delhi Secretariat, New Delhi, with the request to bring the same into the notice of staff working under his/her kind control on deputation/diverted capacity.
9. The DLSA, Member Secretary, PHC, New Delhi to circulate the directions to the officials of this establishment working under their control in diverted capacity.
10. The Delhi Judicial Academy, Dwarka to circulate the directions to the officials of this establishment working under their control in diverted capacity.
11. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi with the request to circulate the directions to the officials posted under their control.
12. All the Sr.A.O. (Judicial)/A.O. (Judicial), Senior Accounts Officer/Accounts Officer/Branch In-Charge, Central District, Tis Hazari Courts, Delhi to circulate the directions to the officials posted under their control.
13. The Chairman/Nodal Officer, Web Site Committee, THC with the direction to upload the circular on official website.
14. The R&I Branch (Central) for uploading on Layers.

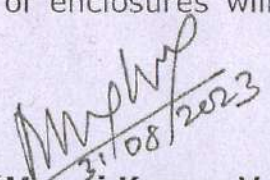
  
Drawing and Disbursing Officer  
Accounts Branch (Central)  
Tis Hazari Courts, Delhi.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (POLICY) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI 110002**  
**CD No:- 012674965**

No. F. 20/25/2021/Fin(PD)/173-1721 Dated: 01/09/2023  
ENDORSEMENT

The copy of under mentioned Office Memorandum is forwarded herewith herewith for information and necessary action to the following **with a stipulation that DTTDC is also an authorised travel agency in addition to three authorised travel agents mentioned at para-1(i) of OM dated 29/08/2022 for booking of air tickets on Government Account in respect of (LTC), for employees of Govt. of NCT of Delhi and Autonomous bodies under GNCTD control** :-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. The Commissioner, Municipal Corporation of Delhi, Civic Centre, Minto Road, New Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)
9. Guard File.

  
(Manoj Kumar V.M.)

**Joint Secretary (Finance/Policy)**

**List of O.M forwarded**

| S.No | Name of the Ministry/ Deptt.   | OM. No. and date  | Subject   |
|------|--|---|---|
| 1    | Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. Of Personnel & Training Pers. Policy (A-IV), | O.M. F. No. 31011/17/2023 -Estt.A-IV dated 10 <sup>th</sup> August, 2023. | Central Civil Services (Leave Travel Concession) rules, 1988- Clarification/ modifications on the LTC instructions regarding. |

48/e

F.No. 31011/17/2023-Estt.A-IV  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Pers. Policy (A-IV)

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North Block, New Delhi.

Dated: 10<sup>th</sup> August, 2023

OFFICE MEMORANDUM

Subject: **Central Civil Services (Leave Travel Concession) Rules, 1988 — clarifications/modifications in the LTC instructions regarding.**

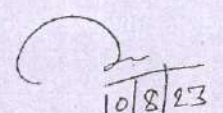
The undersigned is directed to refer to DoPT's OM No. 31011/11/2015-Estt.A-IV dated 12.05.2016 on admissibility of catering charges in respect of rail journey performed on LTC and OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding booking of Air Tickets on Government Account in respect of LTC.

2. Keeping in view the several references, grievances, etc. in respect of different issues flagged in these OMs, the matter has been considered in consultation with the Department of Expenditure and decided as below:

- (i) **Reimbursement of Catering charges in case of LTC** - Keeping in view the fact that Indian Railways is now providing options to the traveller to avail catering facility or not, it has been decided that wherever employees opt for catering services while booking the tickets for the eligible trains for the purpose of LTC, the reimbursement of catering charges shall be allowed.
- (ii) **Reimbursement of Cancellation charges levied by the airlines/travel agents** - It has been decided that both types of the cancellation charges, viz. (i) cancellation charges levied by the airlines & (ii) cancellation charges levied by the three authorized travel agents for utilization of their portals/platforms, if any, shall be reimbursed on the ground of official exigencies only.
- (iii) **Booking of Air tickets through three Authorized Travel Agents viz. IRCTC, BLCL & ATT even in case of the employees not entitled for air travel under LTC** - It has been decided that the Government employees not entitled for air travel but wish to travel by air, are no longer required to mandatorily book their air tickets through these three travel agencies viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) only as the reimbursement is restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less. In case of cancellation of tickets, cancellation charges shall be borne by the Government employees concerned. However, in case of Special Dispensation

Scheme, the Government employees not entitled for air travel under LTC, but wish to travel by air to the intended place of visit in NE region, UTs of J&K, Ladakh, A & N, are required to book their air ticket through three ATAs only.

- 3. The claim of reimbursement in respect of LTC journey is to be settled as per the above instructions, however the cases which have already been settled, need not be reopened.
- 4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these instructions are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.
- 5. Hindi version will follow.

  
 10/8/23  
 (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.

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**F. No. 31011/11/2023 - Pers. Policy A-IV**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Pers. Policy A-IV Desk**

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North Block, New Delhi.  
Dated: 20<sup>th</sup> October, 2023

**OFFICE MEMORANDUM**

**Subject: Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – reg.**

The undersigned is directed to refer to this Department's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC). The Department of Personnel and Training (DoPT) has been receiving a number of representations seeking clarifications on issues relating to the settlement of claims, particularly of those government employees who have not retained the screenshot of the concerned webpage of the authorised travel Agents (ATAs) during the booking of air tickets, as provided under the OM dated 29.8.2022 referred to above.

2. In view of the above, the matter has been examined and with the approval of competent authority, the following changes/modifications in the prescribed procedure are made for the convenience of Government employees: -

(i) All three authorized travel agents, viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) are to display the details of the flight having the cheapest fare and the flight(s) having the fare 10% more than the cheapest fare only, in the desired time slot, at the time of booking the air tickets by the Government employees for the purpose of LTC journey. Therefore, the booking of air ticket for the purpose of LTC on the website of these three authorized travel agents shall itself be a proof that the ticket booked by the individual government employee was of the cheapest fare as provided under the guidelines.

(ii) All three authorized agents shall indicate the word 'LTC' on tickets issued for the LTC journey; and

(iii) In all cases wherein the non-entitled Government employees are to travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees shall continue to take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained for the purpose of settlement of claims, as provided under Point (ii) of the title

"Provisions for Reimbursement" in OM dated 29.8.2022, referred to above.

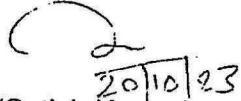
3. Further, all the three ATAs have also been directed to allow the registration of those employees who do not have official email accounts provided their administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey.

4. For the sake of convenience, the links of the three authorized travel agents are as below:

(i) 'M/s Balmer Lawrie & Company Limited', BLCL (<https://govemp.balmerlawrietravelapp.com>), (ii) 'M/s Ashok Travels & Tours', 'ATT' (<https://www.attitdc.in>) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (<https://www.air.irctc.co.in>).

5. All the Ministries/Departments are once again advised to bring it to the notice of all their employees that any misuse of LTC shall be viewed seriously and appropriate action as deemed fit under the relevant rules will be taken against the defaulting employees. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified by the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

6. Hindi version will follow.

  
(Satish Kumar)

Under Secretary to the Government of India  
Tel: 2304 0341

To

1. M/s Balmer Lawrie & Company Limited (BLCL), Core-8, Ground Floor, Scope Complex, 7, Lodhi Road, New Delhi-110003
2. M/s Ashok Travels & Tours (AT&T), Room No. 506, 5th Floor, Core-8, Scope Complex, 7, Lodhi Road, New Delhi-110003
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), 9th floor, Bank of Baroda Building, 16, Parliament Street, New Delhi-110001

Copy to:

1. All Secretaries of Ministries/ Departments of the Government of India  
(As per the standard list)
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.

**F.No. 31011/17/2023-Estt.A-IV**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Pers. Policy (A-IV)**

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North Block, New Delhi.

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10/8/23

(Satish Kumar)

Under Secretary to the Government of India

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