

No. 31011/3/2013-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-110 001

Dated: 12.7.16, 2016

OFFICE MEMORANDUM

Subject:- **Irregularities and misuse in availing Leave Travel Concession-Guidelines to be followed.**

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*  
12.7.16  
(Surya Narayan Jha)

Under Secretary to the Government of India

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 OM on Department's website  
(OMs/Orders→Establishment→ LTC Rules)
10. Hindi section for Hindi version.

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OFFICE MEMORANDUM

**Subject:- Irregularities and misuse in availing Leave Travel Concession- Guidelines to be followed.**

The undersigned is directed to say that some instances where some Government servants colluded with private travel agents to submit LTC claims showing inflated airfare to clandestinely obtain undue benefits like free boarding/lodging/transport or cash refunds have come to notice of the Government.

2. In order to curb these malpractices the following steps may be taken:

(i) As per instructions reiterated from time to time, in all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines (Booking counters, website of airlines) or by utilizing the service of authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC'. Proposals from different Ministries/Departments for relaxation continue to be received on the plea that the Government servant was not aware of this requirement. Vide the OM dated No. 31011/3/2015-Estt (A.IV) dated 18<sup>th</sup> February, 2016 detailed guidelines on submission and processing of claims were circulated. These guidelines are required to be made available to Government servants whenever they apply for LTC. Plea of ignorance of the instructions therefore cannot be used by such Government servants.

The nodal Ministries of M/s Balmer Lawrie & Co. (Ministry of Petroleum and Natural Gas), M/s Ashok Travels & Tours (Ministry of Tourism) and IRCTC (Ministry of Railways) shall issue instructions to these organisations to ensure compliance to the instructions issued vide O.M. dated 18<sup>th</sup> February, 2016 on issue of air tickets. Any violation of these instructions shall invite blacklisting.

(ii) Vide the Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 04.03.2011, it was clarified that reimbursement of air fare lower than LTC-80 fare of Air India is admissible for the journey(s) performed by Air India under LTC-80. LTC-80 fare is to be used as the ceiling beyond which no claim will be entertained. It has now been decided that in accordance with the canons of financial propriety, Government servants should purchase tickets at the lowest rate available at the time of booking for the date and time of scheduled journey. Government servant will be required to submit the print out of the tickets showing date and time of booking in addition to the fare charged. It may, however, be kept in mind that in some cases of cancellation/rescheduling, a refund fee may be applicable. This will be borne by the employee unless the journey had to be rescheduled/cancelled due to exigencies of work. The Authority which has approved the LTC will have the powers to cancel or reschedule it.

*Contd...*

(iii) While submitting the LTC claim after completion of the LTC journey, the Govt. servant will be required to submit a self-certificate on plain paper as follows:

- (1) I certify that the airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging/local transport.
- (2) I also certify that I have booked the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.

3. The Administrative Ministries/Departments may also from time to time do random checks from airlines whether the tickets were booked at the lowest fare available on that date. Attention of the Ministries/Departments is also invited to Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 which requires the Government servants to maintain absolute integrity at all times. In addition, cheating/fraud also attract various sections of the Indian Penal Code 1860. Ministries/Departments should therefore not hesitate to take severe action against employees guilty of deliberate malpractices, particularly in collusion with travel agents etc.

4. All the Ministries/ Departments of Government of India are requested to bring the contents of this O.M. to the notice of all concerned.

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

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