

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

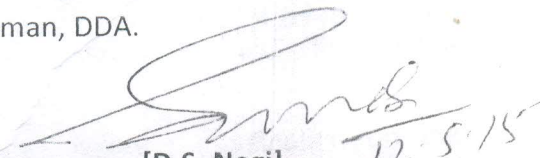
F&E CIRCULAR NO. 11 /2015

The undersigned is directed to convey that the following OMs (copy enclosed) issued by the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel & Training would be applicable in DDA in the same manner :-

S. No.	OM No. & Date	Subject
1.	31011/3/2015-Estt.(A-IV) dated 01.04.2015	LTC claims – need for observing prescribed procedures.
2.	31011/1/2013-Estt.(A-IV) dated 21.04.2015	LTC entitlements of unmarried Govt. servants – conversion of Home Town LTC facility into travel to different parts of the country permissible under the special dispensation scheme – clarifications reg.

This issues with the approval of Vice Chairman, DDA.

Encl: As above.


[D.S. Negi] 12.5.15

Sr. Accounts Officer[F&E]

Dated: 13-5-15

No: FE.98(02)/2009/SCPC/DDA/Pt./ 249

Copy to:-

1. O.S.D. to Vice -Chairman, DDA for information of the latter;
2. P.S. to F.M./E.M. for information of the latter;
3. All Pr. Commissioners/C.V.O./C.L.A./C.A.O., DDA;
4. Commissioners (Personnel)/Commissioner-Cum-Secretary;
5. All Chief Engineers/Chief Architect, DDA;
6. F.A.(Housing)/Director(Finance)/Medical & Pension/Audit;
7. Dy. Secretary(Hindi), DDA;
8. Dy. C.A.O.(HQ)-I,II & III/all Zonal Dy. CAOs;
9. Accounts Officer(Pension)-Coord.
10. Press Manager, DDA to prepare 250 copies of circular alongwith its enclosures.
11. Guard File.


Sr. Accounts Officer[F&E] 12.5.15

D.D.A.

North Block, New Delhi-110 001
Dated April 21, 2015

OFFICE MEMORANDUM

Subject:- Leave Travel Concession (LTC) entitlements of unmarried Government servants - Conversion of Home Town LTC facility into travel to different parts of the country permissible under the special dispensation scheme - Clarification – regarding.

In relaxation to the Central Civil Services (Leave Travel Concession) Rules, 1988, special dispensation is allowed to the Government servants from time to time. Presently, one such dispensation in operation is the relaxation to the Government servants to travel by air to visit North-East Region or to Jammu & Kashmir or to the Andaman & Nicobar Islands by converting one block of Home Town LTC available to them.

2. Vide this Department's Office Memorandum No. 31011/17/85-Estt.(A) dated 03.04.1986, unmarried Central Government employees, who have left their wholly dependent parents/sisters/minor brothers at their home town are allowed the benefit of LTC to visit their home town every year. This concession is in lieu of all other LTC facilities admissible to the Government servant himself and to his/her parents/sisters/minor brothers.

3. This Department is in receipt of references seeking clarification on the admissibility of conversion of Home Town LTC facility into travel to different parts of the country, which is permissible under special dispensation, to such unmarried Government servants.

4. The matter has been examined in consultation with Ministry of Finance. It has been decided that the facility of conversion of Home Town LTC to allow travel to different parts of the country, under the special dispensation scheme, will also apply to an unmarried Central Government servant, who is eligible to avail the benefit of LTC to visit Home Town every year. This facility may be availed by converting one occasion of Home Town LTC out of the four Home Town LTC occasions available in a block of four years.

Surya Narayan Jha
21.4.15

(Surya Narayan Jha)
Under Secretary to the Government of India
Tele: 2304 0341

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.

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From pre-page:

- 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 Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
- 9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- 10. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders Establishment LTC Rules)

OFFICE MEMORANDUM

Subject:- LTC Claims – Need for observing prescribed procedures

This Department receives a large number of recommendations for relaxation of some or the other provision of the Central Civil Services (Leave Travel Concession) Rules, 1988, (hereinafter referred to as LTC Rules), in individual cases. It is seen that, in most cases the situation arises as due care had not been exercised by the Government servant and/or the administrative authority in claiming LTC or in examination.

2. The references mainly relate to:

- a) Late submission of claims;
- b) Booking of air tickets through an agency not authorised by the Government for this purpose;
- c) Travel by private vehicles; and
- d) Claims for wrong block of years.

3. In this connection it may please be noted that the primary responsibility for ensuring compliance with the rules is that of the Government servant. The of-repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules. At the same time it has also been noticed that the administrative authorities have also shown laxity and due diligence on their part could have prevented such situations from arising.

4. Late Submission of Claim

4.1 In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is :

- i) Within three months of completion of return journey, if no advance is drawn;
- ii) Within one month of completion of return journey, if advance is drawn.

Powers have been delegated, as under, to the Ministries/Departments to relax these limits with the concurrence of the Financial Advisor.

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

4.2 As per Rule 12(a) of the 'Compendium of Rules on Advances to Government Servants', it is the responsibility of the Head of Office to effect recovery of advances and also to see that the conditions attached to each advance are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the AP&AO. In addition, the DDO is also required to adjust all outstanding short term advances at the close of financial year.

5. Booking of air tickets through agents other than Government approved agents

5.1 Government servants travelling by air under LTC are required to book their tickets either directly from the airline or through the approved agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/IRCTC. Booking through any other agency is not permissible.

6. Travel by private vehicles.

6.1 As per LTC rules, a Government servant may travel only by vehicles operated by Central/State Government or local bodies or by any corporation in the public sector owned/controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc, are permissible only between places not connected by rail. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorised to ply as public carriers.

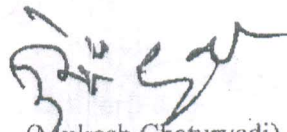
7. Claims for wrong block of years

7.1 Whenever a Government servant applies for LTC advance, the administrative authority is required to verify from the service book and certify the entitlement of the Government servant. Cases of the type mentioned in para 2(d) would not arise, if this is properly done.

8. LTC Rules also provide that a government servant who has been granted LTC Advance is required to submit copies of the tickets within 10 days of drawal of advance. The administrative authority can at this stage itself check the date of commencement of journey; whether ticket has been booked direct from airline or through approved agency etc. Any discrepancy can be brought to the notice of the government servant so that he can take remedial action, if needed.

9. Even in cases where advance is not drawn, the Government servant is required to give prior intimation of his intention to avail LTC. The administrative authority can check the details indicated especially w.r.t entitlement. A watch can also be kept to ensure timely submission of claims.

10. All Ministries/Departments are requested to bring the contents of this O.M. to the notice of all concerned. It may also be noted that requests for relaxation of rules shall be considered by this Department only if it is established that the deviation is due to reasons beyond the control of the Government servant and there has been no laxity on the part of the administrative authorities concerned.


(Mukesh Chaturvedi)
Director (Establishment)
Tel:23093176

To

The Secretaries
All Ministries/Departments (As per standard list)