

DELHI DEVELOPMENT AUTHORITY

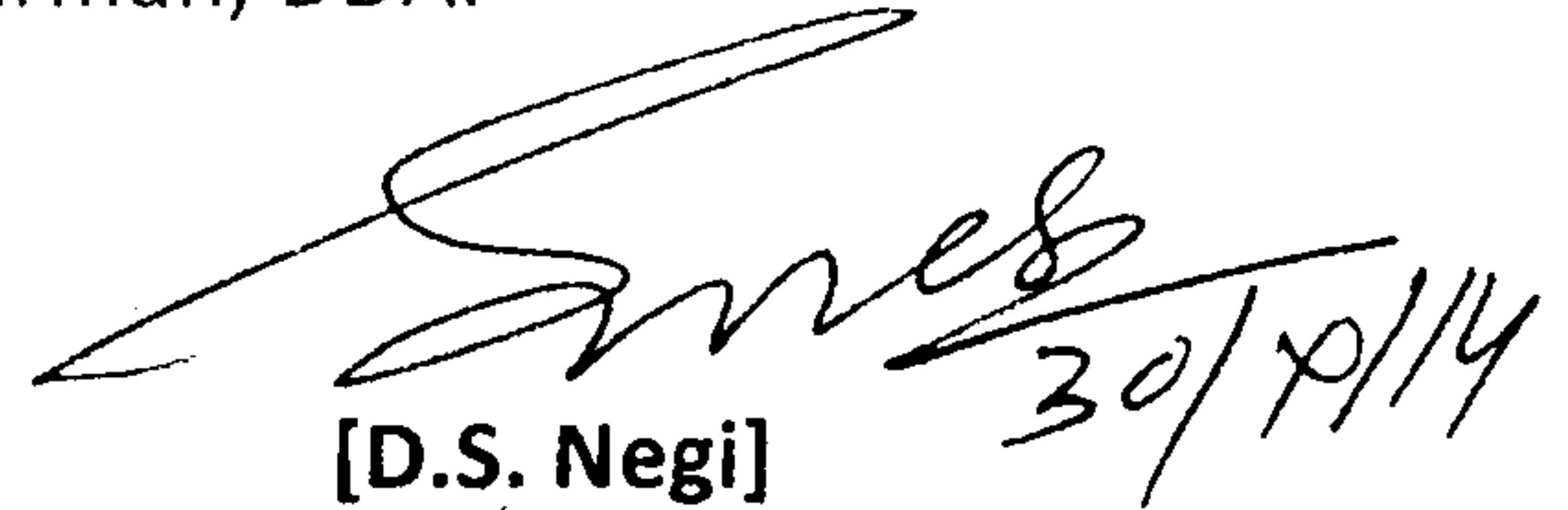
[FINANCE & EXPENDITURE]

F&E CIRCULAR NO. 25/2014

The undersigned has been directed to convey that OM No. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, OMs No. 31011/3/2014-Estt.(A-IV) and 31011/7/2014-Estt.(A-IV) dated 26.09.2014 issued by the Under Secretary to the Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (copy enclosed) regarding procedure of booking of Air Tickets on LTC – clarifications, CCS(Leave Travel Concession) Rules-1988 – relaxation to travel by Air to visit NER, J&K and A&N and clarifications on Frequently Asked Questions on LTC entitlement of a Fresh Recruit, would also be applicable in DDA in the same manner.

This issues with the approval of Vice Chairman, DDA.

Encl: As above.

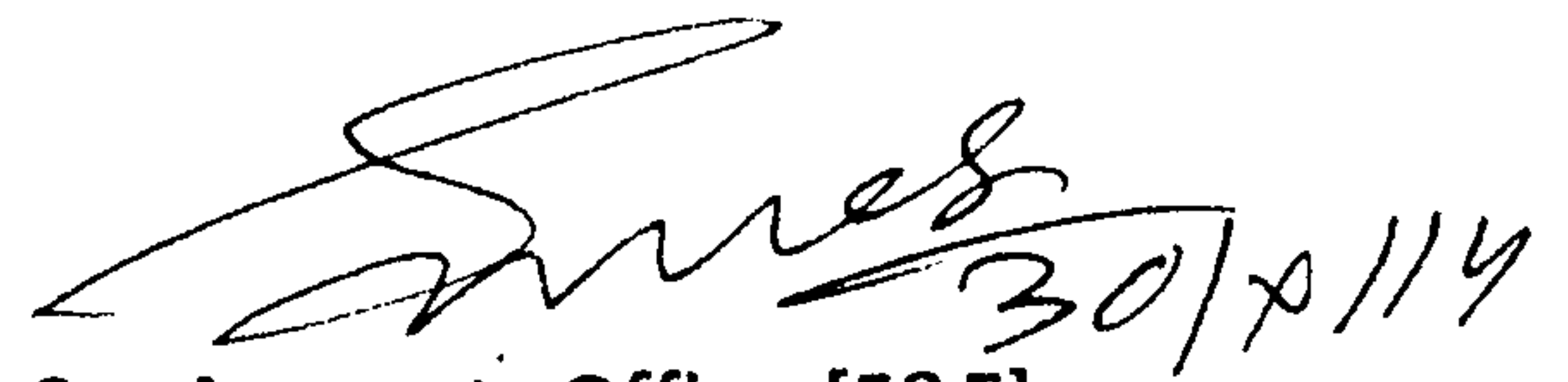

[D.S. Negi]
Sr. Accounts Officer[F&E]

No: FE.98(02)/2009/SCPC/DDA/Pt./ 471

Dated: 30/11/14

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 200 copies of circular alongwith its enclosures.
11. Notice Board;
12. Guard File.


Sr. Accounts Officer[F&E]
D.D.A.

No. 31011/ 5/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 24th September, 2014

OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the air tickets directly from 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' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

10/9/14
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

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From pre-page:

OFFICE MEMORANDUM

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 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)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001

No. 31011/ 3/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 26th September, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by air to visit NER, J&K and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

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From pre-page:

- (vi) Air Tickets to be purchased directly from 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' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
3. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. 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 from 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.
4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/11
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

No. 31011/7/2013-Estt.(A-IV)
Department of Personnel and Training
Establishment (A-IV)

Dated: 26th September, 2014
North Block, New Delhi

Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit

The 6th CPC had recommended that "Fresh Recruits" to the Central Government may be allowed to travel to their Home Town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This was accepted by the Government and orders were issued vide DoPT O.M. No. 31011/4/2008-Estt.(A) dated 23rd September, 2008.

2. This Department receives a number of references seeking clarifications from various Ministry/ Departments about the year wise LTC entitlements of Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

Question 1. What are the LTC entitlements of a Fresh Recruit?

Answer: Fresh recruits to the Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

Question 2. How are the two blocks of four years applied to the Fresh Recruit?

Answer: The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

Question 3. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?

Answer: No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.

Question 4. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?

Answer: No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

From pre-page:

Question 5. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?

Answer: (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year. Refer illustrations 1 & 3 for further explanation.

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules. Refer illustration 2.

Question 6. How will the LTC entitlement computed in case of a fresh recruit joining the service on 31st December of any year?

Answer: A fresh recruit who joins the Government service on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs. Refer illustration 3.

Question 7. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?

Answer: A fresh recruit who has joined Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service. Refer illustration 4.

Question 8. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?

Answer: No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt. servant and his Home Town which implies that Headquarters and Home Town should be at different places.

10/11/17

(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

Illustrations

Illustration 1:

An employee joins the Government service on 1st September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.09.2008 – 31.08.2009	Nil	--
01.09.2009 – 31.12.2009	Home Town	1 st
01.01.2010 – 31.12.2010	Home Town	2 nd
01.01.2011 – 31.12.2011	Home Town	3 rd
01.01.2012 – 31.12.2012	Any Place in India	4 th
01.01.2013 – 31.12.2013	Home Town	5 th
01.01.2014 – 31.12.2014	Home Town	6 th
01.01.2015 – 31.12.2015	Home Town	7 th
01.01.2016 – 31.12.2016	Any Place in India	8 th
01.01.2017 – 31.12.2017	Nil	--
01.01.2018 – 31.12.2021	New LTC Block	

} First block of 4 yrs

} Second block of 4 yrs

} Running Block

Explanations:

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (ex. 2014-2017) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e. 2017).
- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

From pre-page:

Illustration 2:

An employee joins the Government service on 1st January, 2009. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st January, 2010 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.01.2009 – 31.12.2009	Nil	--
01.01.2010 – 31.12.2010	Home Town	1 st
01.01.2011 – 31.12.2011	Home Town	2 nd
01.01.2012 – 31.12.2012	Home Town	3 rd
01.01.2013 – 31.12.2013	Any Place in India	4 th
01.01.2014 – 31.12.2014	Home Town	5 th
01.01.2015 – 31.12.2015	Home Town	6 th
01.01.2016 – 31.12.2016	Home Town	7 th
01.01.2017 – 31.12.2017	Any Place in India	8 th
01.01.2018 – 31.12.2021	New LTC Block	--

Explanations:

- (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

From pre-page:

Illustration 3:

An employee joins the Government service on 31st December, 2011. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 31st December, 2012 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
31.01.2011 - 30.12.2012	Nil	--
31.12.2012	Home Town	1 st
01.01.2013 - 31.12.2013	Home Town	2 nd
01.01.2014 - 31.12.2014	Home Town	3 rd
01.01.2015 - 31.12.2015	Any Place in India	4 th
01.01.2016 - 31.12.2016	Home Town	5 th
01.01.2017 - 31.12.2017	Home Town	6 th
01.01.2018 - 31.12.2018	Home Town	7 th
01.01.2019 - 31.12.2019	Any Place in India	8 th
01.01.2020 - 31.12.2021	Home Town	--
01.01.2022 - 31.12.2025	New LTC Block	--

} Running Block (2018-2021)

Explanations:

- (i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31st December, 2012). From next year onwards he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2020-21) of the running four year block (2018-21), he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

From pre-page:

Illustration 4:

An employee joins the Government service on 10th May, 2006. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 10th May, 2007 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
10.05.2006 – 09.05.2007	Nil	--
10.05.2007 – 31.12.2007	Home Town/ Any Place in India	1 st
01.01.2008 – 31.12.2008	Home Town	2 nd
01.01.2009 – 31.12.2009	Home Town	3 rd
01.01.2010 – 31.12.2010	Any Place in India	4 th
01.01.2011 – 31.12.2011	Home Town	5 th
01.01.2012 – 31.12.2012	Home Town	6 th
01.01.2013 – 31.12.2013	Home Town	7 th
01.01.2014 – 31.12.2014	Any Place in India	8 th
01.01.2015 – 31.12.2015	Nil	--
01.01.2016 – 31.12.2017	Home Town	--

Explanation

A fresh recruit who has joined the Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service.