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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OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
16 FEB 2017
Dy. No.....

North Block, New Delhi-110001
Dated February 9, 2017

OFFICE MEMORANDUM

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

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. It has been decided that the cases where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc.), may be dealt with as follows:-

(a) In all such cases the Government servant may be required to submit a declaration that he and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.

(b) If a public transport is available in a particular area, the Government servant will be reimbursed 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 by shortest direct route.

(c) In case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

S. N. SAHAL
Pr. Secretary Finance

(d) Furnishing of false information will attract disciplinary action under the CCS(CCA) Rules, 1965.

Contd...

Be circulated
High Admn.
DDO/HQOPJ

From pre-page:

Note: For the purpose of these rules, the expression 'Public Transport" means all vehicles, including trains and airplanes operated by the Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies.

(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:-

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2. Union Public Service Commission, New Delhi.
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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 (Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi Section for Hindi version.