

रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली कैंट 110010

Ulan Batar Road, Palam, Delhi Cantt- 110010

सं. प्रशा./XIV/19015/सरकारी आदेश/2015

दिनांक 27.01.2016

No. AN/XIV/19015/Govt. Orders/2015

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक

All PCsDA/CsDA

(रक्षा लेखा महानियंत्रक मेल सर्वर के द्वारा/Through CGDA Mail Server)

विषय: Central Civil Services (Leave Travel concession) Rules, 1988- Fulfillment of Procedural requirements.

उपर्युक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय (कार्मिक एवं प्रशिक्षण विभाग) के दिनांक 11.01.2016 के कार्यालय ज्ञापन सं० 31011/3/2015-Estt. (A.IV), की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु अग्रेषित की जाती है।

A copy of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) Office Memorandum No. 31011/3/2015-Estt. (A.IV), dated 11.01.2016, on the above subject is forwarded herewith for your information, guidance and compliance please.

कृपया पावती दें।

संलग्नक: यथोपरि

(अजय गोयल)

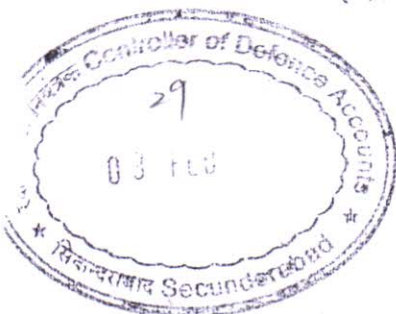
कृते रक्षा लेखा महानियंत्रक

प्रतिलिपि :-

1. प्रशासन-4।
2. लेखा परीक्षा - 1, 2 एवं 4 (स्थानीय)।
3. लेखा परीक्षा (समंजस) अनुभाग (स्थानीय)।
4. ई.डी.पी. सेंटर (स्थानीय) :- रक्षा लेखा महानियंत्रक वेबसाइट पर प्रशा. XIV के LTC Order head के अंतर्गत अपलोड करने हेतु।
5. प्रशिक्षण एवं संगोष्ठी केंद्र, बरार स्क्वायर, दिल्ली छावनी।
6. पुस्तकालय अनुभाग (स्थानीय)।
7. मास्टर नोट बुक प्रशासन-14।
8. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे {द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे}।
9. महासचिव, ए.आई.डी.ए.ई.ए. (मु०) कोलकाता {द्वारा प्रधान नियंत्रक लेखा (फैक्ट्री) कोलकाता}।

(अजय गोयल)

कृते रक्षा लेखा महानियंत्रक



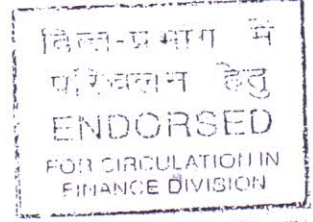
No. 31011/3/2015-Estt (A.IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment-A-IV Desk



North Block, New Delhi-110 001

Dated: January 11, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel concession) Rules, 1988 – Fulfillment of Procedural requirements.

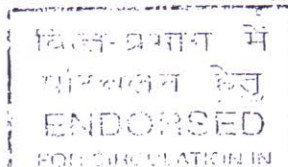
This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions while in the other cases the delay is caused in the late processing of LTC claims.

2. To remove these bottlenecks, this Department has decided to simplify the procedure of application and make the procedure of processing of LTC claims time bound. The following time-limits shall be followed while processing the LTC applications/claims of the Government servants.

S.No.	Course of action	Time limit
1.	Leave Sanction	5 days + 2 days*
2.	Sanction of LTC advance	5 days + 2 days*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 days + 2 days*
4.	Time taken by DDO	5 days + 2 days*
5.	Time taken by PAO	5 days + 2 days*

* It may be noted that in cases where the place of posting of the Government employees is away from their Headquarters, additional 2 days transit-time may be allowed. The person proceeds on LTC after S.No.1 and 2 i.e. after ten days of applying LTC.

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification has been annexed with this O.M.



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4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she may be provided with a copy of the guidelines (enclosed) which needs to be followed while availing LTC.

5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC on an appropriate forum.

6. Comments of the above proposal may be furnished within 15 days via e-mail to e-mail address jha.sn@nic.in.

Enclosures:

- 1) Proforma for self-certification.
- 2) Guidelines

Surya Narayan Jha
11.1.16
(Surya Narayan Jha)

Under Secretary to the Government of India

To,

- ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders<< Establishment<< LTC Rules)
2. Hindi Section for Hindi version.

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

