

MINISTRY OF DEFENCE
Office of the JS (Trg.) & CAO

TA/DA AND LTC CLAIMS : AFHQ EMPLOYEES


1. Ministry of Finance have stipulated that in all cases of air travel, both domestic and international, where Government of India bears the cost of air passage, the officials concerned are to travel only by Air India. In this connection Ministry of Finance OM No. 19024/1/2009-E.IV dated 13 Jul 2009 circulated vide ID No. A/22192/CAO/Coord dated 15 Jul 2009 (copy enclosed) is relevant. It is observed that in spite of the above instructions, officers while proceeding on ty duty/permanent transfer/LTC are still travelling by private airlines. As a result, PCDA has not been admitting claims of individuals who have travelled by private airlines.

2. In case of deviation from these instructions, for operational or other reasons, individual cases of travel by private airlines may be referred directly by the concerned officer to the Ministry of Civil Aviation for relaxation, addressed to:

Shri SK Chhikara, Under Secretary,
Ministry of Civil Aviation, Rajiv Gandhi Bhawan,
New Delhi – 110 003
Fax No.: 24651132, Phone No. 24632950/Extn 2873

This office will not admit any claim which does not conform to extant Govt. instructions for travelling by air on ty duty/permanent transfer/LTC.

3. Some Guidelines for LTC Claims are enclosed as appendix A for the benefit of all concerned.


(Dr. C. Arasakumar)
Dy CAO (FM)
23 Feb 2010

All Coord Section under Army HQrs/ISOs

GUIDELINES FOR LEAVE TRAVEL CONCESSION (LTC) CLAIMS

- i) Maximum of 90% of the fare can be taken as advance. Excess/unutilised withdrawal of advance will invite penal interest for period from the date of issue of cheque by PCDA Hqrs to the date of settlement of LTC claim.
- ii) Advance is admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.
- iii) In case of journeys by rail, advance can be drawn sixty days before the proposed date of the outward journey. In other cases (including air journey) advance is given 30 days before the date of onward journey.
- iv) Air travel is permitted only by Air India/Indian Airlines and air tickets are to be purchased directly either from the Airlines counter or its website only under LTC 80 Scheme.
- v) A Govt. servant or his family may travel by any route or halt anywhere on the way but the Government's assistance shall be limited to the fare of entitled class by shortest route to the destination.
- vi) In cases where LTC advance is drawn, the final LTC claim should be submitted to CAO/Mov-II within one month from the date of return journey. If not, the advance amount will be recovered in one lumpsum (including penal interest) and the claim will be treated as one where no advance was sanctioned and processed accordingly.
- vii) When no LTC advance is drawn, the final LTC claim should be submitted within three months from the date of completion of return journey. Otherwise the claim will be forfeited.
- viii) LTC claim should be submitted in duplicate (all ink signed) along with two sets of supporting documents such as bus/train/air tickets, boarding pass in case of air travel etc (Bus tickets should be pasted on a separate sheet). Claims will not be accepted without MRO for unutilized advance amount, if any, and request for deduction of the same from the individual's Pay will not be entertained.
- ix) Dependent certificate (in duplicate) for parents, minor brothers, unmarried/widowed sisters, sons (18 years & above) and daughters (20 years & above) needs to be attached with the final LTC claim.
- x) Journey by private taxi/bus is not admissible on LTC. Unlike in case of temporary duty, Bus/auto/taxi fare from residence to railway station or airport is not admissible on LTC
- xi) Employment number, Grade Pay, PNR number/Ticket number, Complete Bank's address and Account Number should be legibly written on LTC claims to avoid delay in settlement.

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India