F.No.Ad.11/6/2025-Administration-MoWR
Government of India
भारत सरकार
Ministry of Jal Shakti
जल शक्ति मंत्रालय
Department of Water Resources, River Development and
Ganga Rejuvenation
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

Shram Shakti Bhawan, Rafi Marg
New Delhi, the: 31st January, 2025

**OFFICE MEMORANDUM**

**Subject: General instructions for Leave Travel Concession-regarding**

It may be iterated that DoPT and DoE has circulated various instructions/guidelines for Government employees related to Leave Travel Concession (LTC) Scheme on various occasions. However, of late, it has been observed that LTC applications are being received without complying with the instructions enumerated by DoPT and DoE. Accordingly, all government employees are requested to comply with all these instructions of DoPT & DoE. Some of the procedural requirements for the processing Leave Travel Concession (LTC) application are under mentioned below for compliance:

(i) Employees intending to avail LTC shall submit duly approved leave application along with the application of LTC in the prescribed form enclosed herewith. Deemed approved leave shall not be considered for the purpose of LTC.

(ii) In case of Air Travel, officers are requested to book flight tickets at least 21 days prior to intended date of travel on LTC, to avail the most competitive fares and minimize burden on exchequer. Detailed instructions may kindly be followed in the attached O.M. no. 31011/12/2022-Estt.A-IV dated 29.08.2022. Also, the Air tickets on LTC shall be purchased from the following Authorized Travel Agents (ATAs) by registering official Email IDs (Gov./NIC mail) on their website:

(a) M/s Balmer Lawrie & Company Limited (BLCL),
(b) M/s Ashok Travels & Tours (ATT),
(c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

(iii) Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the claims. (as per DoPT 's OM. No. 31011/12/2022-Estt.A-IV dated 29.08.2022).

(iv) An employee intending to avail LTC is required to obtain prior permission order of the competent authority before proceeding the journey on LTC. Competent Authority for all Group 'A' officers is Additional Secretary (Administration) and for Group 'B' & 'C' officers; Deputy Secretary (Administration) is the Competent Authority.

(v) In exceptional case, i.e. Medical emergency etc.; employees intending to avail LTC are requested to provide prior intimation to the Administration Section before proceeding the journey on LTC along with the duly approved leave from the Leave Sanctioning Authority and with appropriate Justification.

(vi) Applications for LTC shall be submitted in the prescribed for enclosed herewith.

**(Raju)**
**Under Secretary to the Government of India**
**Tel.011-2373 8126**
**E-mail: usadmn-@nic.in**

To
All officers/officials of Department of Water Resources RD & GR
(Uploading on Intra, MoWR)

**F. No. 31011/12/2022-Estt.A-IV**
**Government of India**
**Ministry of Personnel, Public Grievances & Pensions**
**Department of Personnel & Training**
**Establishment A-IV Desk**
***

North Block, New Delhi.
Dated 29th August, 2022

**OFFICE MEMORANDUM**

**Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.**

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:

(a) M/s Balmer Lawrie & Company Limited (BLCL),
(b) M/s Ashok Travels & Tours (ATT),
(c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.

iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.

(a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

**Contd ...2**

v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.

vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.

vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

ix. No Mileage Points will be generated against travel on Government account.

**Provisions for Advances**

(i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.

(ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.

(iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

**Contd ...3**

**Provisions for Reimbursements**

(i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

(ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

(iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

29/8/22

(Satish Kumar)
Under Secretary to the Government of India
Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

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 Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

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जल संसाधन मंत्रालय
प्रशासन अनुभाग

## अग्रिम छुट्टी यात्रा रियायत के लिए आवेदन

1 अधिकारी का नाम(स्पष्ट शब्दों में)

2 (क) पद

(ख) स्थाई या अस्थाई:
(अगर स्थाई नहीं है तो किसी स्थाई अधिकारी से जमानत बंधपत्र आवेदन के साथ संलग्न करें)

3 एकक/अनुभाग/कार्यालय, जिसमें कार्यरत है:-

4 वर्तमान ग्रेड में मूल वेतन:

5 सरकारी सेवा में मंत्रालय/विभाग में नियुक्ति की तारीख:

6 मूल निवास स्थान, जैसाकि सेवा पुस्तिका में दिया गया है:-

7 पिछले ब्लाक वर्षों के लिए ली गई अग्रिम छुट्टी यात्रा रियायत का विवरण ----------(मूल निवास)---------- (भारत में किसी भी स्थान) ----------

8 ब्लाक वर्ष जिसके लिए अब रियायत लेने का प्रस्ताव है:

9 क्या आकस्मिक अवकाश/अर्जित अवकाश लेंगे
(छुट्टी किस प्रकार की है लिखें):

10 क्या पहले ली गई अग्रिम छुट्टी यात्रा रियायत के अग्रिम का भुगतान कर दिया है अथवा करना शेष है, तो पिछले मामले के भुगतान की तारीख:

11 दौरे का स्थान(सबसे दूर का स्थान):

12 यात्रा पर जाने की प्रस्तावित तारीख:

13 यात्रा से वापस आने की संभावित तारीख:

14 सुविधाएं प्राप्त करने वाले परिवार के सदस्यों का विवरण:

| क्र0सं0 | नाम | संबंध | आयु | क्या आप पर आश्रित हैं |
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15 रेल यात्रा में किस श्रेणी से रेल यात्रा करने का प्रस्ताव है:

16 अपेक्षित अग्रिम राशि:
(अनुज्ञेय राशि का 90% तक)

17 प्रत्येक टिकट पर कुल किराया:

18 सरकारी कर्मचारी का पति/पत्नी किस कार्यालय में कार्यरत है:

19 अगर पति/पत्नी अपने नियोक्ता से छुट्टी यात्रा रियायत अथवा इसी प्रकार की रियायत लेने का/की पात्र है तो क्या उन्होंने यह घोषणा की है कि वह अपने तथा परिवार के लिए छुट्टी यात्रा रियायत का दावा नहीं करेंगी/करेंगे ।

हस्ताक्षर:----------

दिनांक: पद:----------

जारी..2/-

**घोषणा**

मैं------ -एतद्द्वारा प्रमाणित करता/करती हूँ कि मेरे द्वारा दिया गया उपर्युक्त यथार्थ तथा सही है ।

मैं यह भी वचन देता/देती हूँ कि प्रस्तावित यात्रा जिसके लिए अग्रिम लिया गया है न करने की दशा में छुट्टी यात्रा रियायत का पूर्ण अग्रिम तत्काल वापस कर दूँगा/दूँगी ।

मै यह भी घोषणा करता/करती हूँ कि सक्षम प्राधिकारी की पूर्व स्वीकृति लिए बिना आवेदन में दिए गए स्थान के अलावा किसी अन्य स्थान का दौरा नहीं करूँगा/करूँगी ।

मै अग्रिम की आधी राशि वापिस करने के लिए भी सहमत हूँ यदि मै वापसी यात्रा अग्रिम लेने की तारीख के 90 दिनों के भीतर न कर सका/सकी ।

मैं, किसी भी कारण से मेरे पास बची हुई अग्रिम की अतिरिक्त राशि को कार्यालय में जमा करने के लिए भी सहमत हूँ ।

मैं अपने तथा अपने परिवार के सदस्यों जैसी भी स्थिति हो, के लिए टिकट आदि खरीदने का सबूत जाने की यात्रा के लिए अग्रिम प्राप्त करने की तारीख से 10 दिन के भीतर अथवा यात्रा के शुरू होने से पहले इनमें से जो भी पहले हो, प्रस्तुत करूँगा/करूँगी । मैं जानता हूँ कि उपरोक्त अपेक्षाओं का पालन न किए जाने की दशा में सामान्य ब्याज से अधिक ढाई प्रतिशत की दर से दण्डीय ब्याज सहित मेरे अगले वेतन से एकमुश्त में अग्रिम की वसूली कर ली जावेगी

मैं जानता/जानती हूँ कि यदि मैं वापसी यात्रा की तारीख् से एक महीने के भीतर छुट्टी यात्रा रियायत बिल प्रस्तुत नहीं करता/करती हूँ तो बकाया अग्रिम छुट्टी यात्रा रियायत साधारण ब्याज से अधिक ढाई प्रतिशत की दर से दंड ब्याज सहित मेरे अगले वेतन से एकमुश्त में वसूल किया जाएगा ।

मैं यह भी जानता/जानती हूँ कि यदि मैं यात्रा पूरी करने की तारीख से तीन महीने के भीतर बिल प्रस्तुत नहीं करता/करती हूँ तो मेरा दावा जब्त कर लिया जाएगा ।

मैं यह भी जानता/जानती हूँ कि यदि छुट्टी यात्रा रियायत स्वयं के लिए ली गई है तो लागत की प्रतिपूर्ति यात्रा के पूरा करने के बाद ही की जाती है चाहे किसी भी प्रकार की छुट्टी ली गई हो न कि अकेले सप्ताह के बाद की छुट्टियों/अन्य छुट्टियों /प्रतिबंधित छुट्टियों ।

हस्ताक्षर:
पदनाम: --------
एकक/अनुभाग: --------

वरिष्ठ/अधिकारी/डेस्क/अनुभाग/शाखा अधिकारी की टिप्पणी

प्रशासन अनुभाग को अग्रेषित अधिकारी ने कालम 9 के अनुसार आकस्मिक अवकाश/अर्जित अवकाश के लिए आवेदन किया है तथा इसे स्वीकृत कर दिया गया है ।

हस्ताक्षर:
पदनाम: