

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL) "LEKHA  
PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018

PDA(C)/CLAIMS II/IV/26-02/2023-24/

24.05.2023

CIRCULAR No - 9

Sub: CCS (LTC) Rules, 1988-Fulfilment of procedural requirements -Reg.

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Headquarters in its letter No. 121-Staff Entt(Rules)/A.R/01-2020,  
dt.19.05.2023 had forwarded a DoPT OM No.F-31011/06/2023-Estt.A-IV  
dt.29.03.20223 regarding CCS (LTC) Rules, 1988-Fulfilment of procedural  
requirements. A copy of the said OM is enclosed for ready reference.

This issues with the approval of Dir/Admn dated

*[Handwritten Signature]*  
30/5/23

SENIOR AUDIT OFFICER/CLAIMS

To

1. EDP (for uploading in the website and forwarding email to All officials)
2. Hindi Section

20-164

प्रधान निदेशक लेखापरीक्षा (केंद्रीय) का कार्यालय,  
लेखापरीक्षा भवन, 361, अण्णा सालै, चेन्नै- 600 018

प्रनिलेप(के)/दावा II/IV/26-02/2022-23/

दिनांक:24.05.2023

परिपत्र सं:9

विषय- सी.सी.एस.(एल.टी.सी.) नियम, 1988- प्रक्रियात्मक आवश्यकताओं की पूर्ति- संबंधित ।

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मुख्यालय ने अपने दि.19.05.2023 के पत्र सं.121 Staff Entt.(Rules)/A.R/01-2020, में सी.सी.एस. (एल.टी.सी.) नियम, 1988- प्रक्रियात्मक आवश्यकताओं की पूर्ति से संबंधित दि.29.03.2023 के डी.ओ.पी.टी. का.ज्ञा. सं.F-31011/06/2023-Estt.A-IV को अग्रेषित किया था। उक्त का.ज्ञा. की एक प्रति संदर्भ हेतु संलग्नित है।

यह निदेशक/ प्रशा. के अनुमोदन से निर्गत किया जाता है।

प्रति  
30/5/23

वरिष्ठ लेखापरीक्षा अधिकारी/ दावा

प्रति:

अंग्रेजी रूपांतरणनुसार

**Disclaimer:** अंग्रेजी एवं हिंदी संस्करण में किसी भी तरह की विसंगतियाँ होने पर अंग्रेजी संस्करण मान्य होगा।

**Fwd: [Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988-Fulfilment of procedural requirements.**

**From :** saoclaims chn pdac <saoclaims.chn.pdac@cag.gov.in> Mon, May 22, 2023 12:37 PM  
**Subject :** Fwd: [Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988-Fulfilment of procedural requirements. 1 attachment  
**To :** aaoclaims1 chn pdac <aaoclaims1.chn.pdac@cag.gov.in>, S. SUJATHA <aaoclaims2.chn.pdac@cag.gov.in>

**From:** "OFFICE OF THE DGA CENTRAL CHENNAI" <dgacchennai@cag.gov.in>  
**To:** "SAO ADMIN CHN PDAC" <saoadmin.chn.pdac@cag.gov.in>, "saoclaims chn pdac" <saoclaims.chn.pdac@cag.gov.in>, "M. SENTHILVELAN" <aaoadmin.chn.pdac@cag.gov.in>, "Office of the DGAC Chennai Branch Kochi" <dgacbrkochi@cag.gov.in>  
**Cc:** "DD ADMN" <diradmn.chn.pdac@cag.gov.in>, "SASIDHAR K" <sasidhark@cag.gov.in>  
**Sent:** Friday, May 19, 2023 10:44:11 AM  
**Subject:** Fwd: [Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988-Fulfilment of procedural requirements.

**From:** "MANOJ KUMAR" <saoaudit-r@cag.gov.in>  
**To:** "CAG-ALL-OFFICES" <CAG-ALL-OFFICES@ismgr.nic.in>  
**Cc:** "Kaushal Bhattacharjee" <saose1@cag.gov.in>  
**Sent:** Friday, May 19, 2023 9:54:37 AM  
**Subject:** [Cag-all-offices] Central Civil Services (Leave Travel Concession) Rules, 1988-Fulfilment of procedural requirements.

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,  
 पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124

संख्या: 121-स्टाफ हकदारी (नियम)/ए.आर/ 01-2020  
 दिनांक:- 19.05.2022

सेवा में,

1. भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालय ।
2. निदेशक (कार्मिक)

**विषय:** Central Civil Services (Leave Travel Concession) Rules, 1988-Fulfilment of procedural requirements.

महोदय/महोदया,

उपर्युक्त विषय पर कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली के का. ज्ञा. F.No.31011/06/2023-Estt.(A-IV) दिनांक 29.03.2023 को इस ई-

मेल के साथ संलग्न किया गया है ।

क्षेत्रीय कार्यालय कृपया इस अधिसूचना को आवश्यक कार्रवाई हेतु इस ई-मेल के संलग्नक से डाउनलोड कर लें। इन्हें संबंधित मंत्रालय की वेबसाइट से भी डाउनलोड कर सकते हैं ।

OM F.No.31011/06/2023-Estt.(A-IV) dated 29.03.2023 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi on the above cited subject has been attached with this E-mail.

The field offices may download the notification with the E-mail for further necessary action. It can also be downloaded from the website of the concerned Ministry.

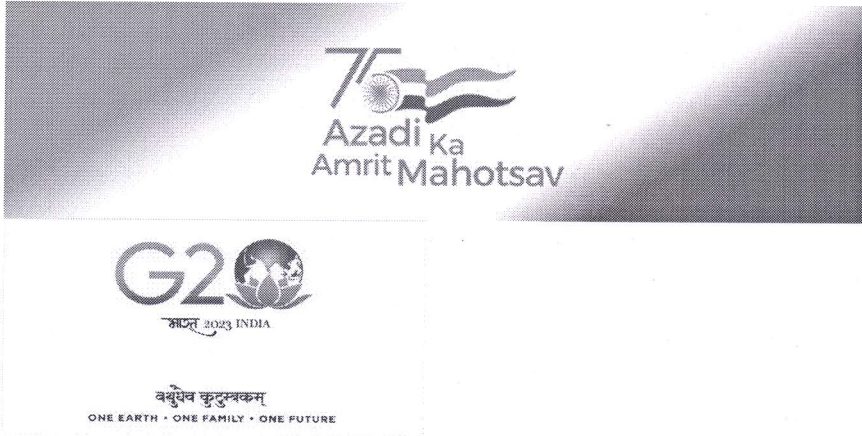
**संलग्नक: यथोपरि ।**

भवदीय

हस्ता/-

(मनोज कुमार)

वरि.प्रशासनिक अधिकारी/स्टाफ हक(नियम)



CAG-ALL-OFFICES mailing list -- [cag-all-offices@ismgr.nic.in](mailto:cag-all-offices@ismgr.nic.in)  
To unsubscribe send an email to [cag-all-offices-leave@ismgr.nic.in](mailto:cag-all-offices-leave@ismgr.nic.in)

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75 KB

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**F.No.31011/06/2023-Estt.(A-IV)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Establishment A-IV Desk**

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North Block, New Delhi.  
Dated: 29<sup>th</sup> March, 2023

**OFFICE MEMORANDUM**

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Fulfilment of procedural requirements**

The undersigned is directed to refer to the above mentioned subject and to state that Government employees are allowed to encash 10 days earned leave at the time of availing of LTC to the extent of 60 days during the entire service. However, certain queries have been raised about whether to allow reimbursement of leave encashment or not in cases where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government servant himself decides to forgo his claim resulting in 'Nil' claim on journeys performed.

2. The matter has been considered and decided that since the leave encashment is limited upto 60 days in the entire service, the denial of encashment of leave would not be appropriate in such cases where the Government employee decides to forgo his claim of reimbursement for travel undertaken on private/hired vehicle or his claim is 'Nil', provided that :

- (i) A Government employee intimates to the Department his intention to avail of LTC in advance and gets the leave sanctioned as per the prescribed procedure before the journey is undertaken;
- (ii) The Government employee has submitted a request for leave encashment before the commencement of the journey;
- (iii) The Government employee gives a self-declaration that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey.

3. It is further clarified that in the following cases, the Government employees are not required to forgo the fare-reimbursement for LTC Journey as per prevailing instructions:

- (i) The Journey on LTC is made by taxi, auto-rickshaw etc, only between places not connected by rail and these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorized to ply as public carriers;


.....Contd

(ii) Where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes the rest of the journey to a declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi, etc.), limited upto 200 KMs to and fro ;

(iii) When the Head of Department allows the use of own/hired taxi for an LTC journey on account of the disability of the Government servant or dependent family member as per the extant instructions.

4. It is also reiterated that, within the same block, when the LTC is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.

5. Hindi version will follow.

  
29/3/23

(Satish Kumar)

Under Secretary to the Government of India  
Tel: 2304 0341

To

All Secretaries of Ministries/ Departments of the Government of India  
(As per the 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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