

**No. 31011/3/2014-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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North Block, New Delhi – 110 001

Dated: September 19, 2016

**Office Memorandum**

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit NER, J&K and A&N.**

The undersigned is directed to refer to this Department's O.M. of even no. dated 09.09.2016 on the subject noted above regarding extension of the scheme to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N). As clarifications have been sought from many quarters, it is clarified that the following schemes have been extended for a further period of two years, w.e.f. 26th September, 2016:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to Jammu and Kashmir by private airline.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants whose Home Town and Headquarters/ place of posting are the same are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years applicable to them.
- (iv) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class at LTC-80 fare or less. While travelling to North-East region and Port Blair, journey has to be performed by Air India only. However, while availing LTC to Jammu & Kashmir, service of any airlines may be availed.
- (v) Government servants not entitled to travel by air are allowed to travel by air in the following sectors:
  - (a) Between Kolkata/ Guwahati and any place in NER by Air India only in Economy class at LTC-80 fare or less.
  - (b) Between Kolkata/Chennai/Bhubaneswar and Port Blair by Air India only in Economy class at LTC-80 fare or less.
  - (c) Between Delhi/Amritsar and any place in J&K by any airlines in Economy class at LTC-80 fare or less.

Journey for these non-entitled employees from their Headquarters up to Kolkata/Guwahati/Chennai/Bhubaneswar/Delhi/Amritsar will have to be undertaken as per their entitlement.

(vi) Air travel by non-entitled officers to NER, J&K and A&N is allowed whether they avail the normal anywhere in India LTC or in lieu of the Home Town LTC as permitted.

(vii) Air Tickets are to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service 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 DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009 while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

3. Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

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[Source-31011/3/2014-Estt. \(A-IV\)](#)