



कार्यालय रक्षा लेखा नियंत्रक(सेना)

Office of CDA (Army)

बेल्वेडियर परिसर, आयुध मार्ग, मेरठ छावनी - 250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250001

दूरभाष स. 0121-2646632 फ़ैक्स स. 0121-2646254, 2646216
Email cdaan5.dad@nic.in



सं.प्रशा/V/टीए डीए/एलटीसी

महत्वपूर्ण परिपत्र

दिनांक:04.01.2024

सेवा में

प्रभारी अधिकारी

मुख्य कार्यालय के सभी अनुभाग

मुख्य कार्यालय के सभी उप कार्यालय

(रक्षा लेखा नियंत्रक (सेना) मेरठ छावनी की वेबसाइट के माध्यम से)

विषय:- **Relaxation in LTC Rules- delegation of powers to Ministries/Departments regarding time limit for submission of the claim-reg.**

उपरोक्त विषय पर मुख्यालय कार्यालय का दिनांक 03.01.2024 का पत्रांक प्रशा/XIV/19015/TA/DA/LTC/Medical के माध्यम से प्राप्त, Government Of India, Ministry of Personnel, Public grievances & Pensions, Department of Personnel & Training, Personnel Policy A-IV, North Block, नई दिल्ली का दिनांक 31.12.2023 का F No.31011/18/2023-Estt.(A-IV) की प्रति सूचनार्थ, मार्गदर्शन एवं अनुपालन हेतु प्रेषित किया जा रहा है।

समूह अधिकारी के द्वारा अवलोकित।

संलग्नक : यथोपरि।

वरिष्ठ लेखा अधिकारी (प्रशा)

प्रतिलिपि---

1 प्रभारी अधिकारी
ओ ए अनुभाग (स्थानीय)

--- वेबसाइट पर अपलोड करने हेतु

2 सचिवालय
नियंत्रक महोदय

---सूचनार्थ

वरिष्ठ लेखा अधिकारी (प्रशा)

Sl. No. 390

4-2/1/2024



कार्यालय रक्षा लेखा महानियंत्रक

उलन बटार रोड, पालम, दिल्ली छावनी - 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010

No. AN/XIV/19015/TA/DA/LTC/Medical

Dated: 03.01.2024

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक/

All PCsDA/CsDA/I

(Through e-mail and CGDA WAN)

Sub: Relaxation in LTC Rules – delegation of powers to Ministries/Departments regarding time limit for the submission of the claim – reg.

उपरोक्त विषय पर कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 21.12.2023 के का.जा फ. सं- 31011/18/2023-Estt.(A-IV), की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु प्रेषित की जाती है।

A copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum F.No.31011/18/2023-Estt.(A-IV) dated 21.12.2023, on the above subject is forwarded herewith for your information, guidance and compliance please.

(सुशील गियाड़)

रक्षा लेखा वरि. सहायक महानियंत्रक (प्रशा.)

संलग्नक: यथोपरि

प्रतिलिपि :-

1. प्रशासन – IV (स्थानीय)।
2. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय)।
3. मास्टर नोट बुक प्रशासन -14।
4. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे { द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे}।
5. महासचिव, ए.आई.डी.ए.ई.ए.(मु.) कोलकाता { द्वारा रक्षा लेखा प्रधान नियंत्रक, कोलकाता}।
6. महासचिव, डी.ए.डी.एस.ए.एस (ओ.ए) { द्वारा रक्षा लेखा नियंत्रक (आई.डी.एस) नई दिल्ली।
7. आईटी एंड एस अनुभाग – CGDA WAN पर अपलोड करने हेतु।

(सुशील गियाड़)

(सुशील गियाड़)

रक्षा लेखा वरि. सहायक महानियंत्रक (प्रशा.)

F.No. 31011/18/2023-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Personnel Policy A-IV

North Block, New Delhi.
Dated: 4 December, 2023

OFFICE MEMORANDUM

Subject:- Relaxation in LTC Rules - delegation of powers to Ministries/Departments regarding time limit for the submission of the claim - reg.

The undersigned is directed to refer to the subject cited above and to state that rules 14 and 15 of CCS(LTC) Rules, 1988 provide that a claim for reimbursement of expenditure incurred on journey under Leave Travel Concession is to be submitted within three months after the completion of the return journey, if no advance had been drawn and within one month after the completion of the return journey if advance had been drawn.

2. Vide DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007 the above time-lines were relaxed and powers delegated to the Ministries / Departments to admit the claim of reimbursement in respect of LTC journey with the concurrence of the Financial Adviser without referring the matter to DoPT with the following time-lines:-

- (a) Up to 6 months, if no advance is drawn; and
- (b) Up to 3 months if the advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of the return journey.

3. Now, in supersession of DoPT's OM No. 31011/05/2007-Estt.(A) dated 27.09.2007, it has been decided that the Ministries/ Departments with the concurrence of the Financial Advisers and subordinate/attached offices with the concurrence of Head of Department not below the rank of Joint Secretary, can admit the claim of reimbursement in respect of LTC journey without reference to DoPT with the following time-lines in such cases where a Government servant is not in position to submit the claim within the prescribed time-limit under rule 14 and 15 of CCS(LTC) Rules, 1988 and the Ministries/Departments/attached offices/subordinate offices are satisfied that he/she was not able to do so due to circumstances beyond his/her control:-

- i. **Cases where no advance is drawn:** Up to six months;
- ii. **Cases where advance is drawn:** Up to three months provided the entire advance amount is returned within three months subject to a clause that the entire amount would be recovered within one

lumpsum and interest will be charged on the entire amount of advance from the date of drawal to the date of recovery of amount.

4. Ministries/Departments/attached offices/ subordinate offices are requested to keep these instructions in view while processing belated LTC claims.

5. These instructions are issued with the concurrence of D/o Expenditure and shall be effective from the date of issue of this O.M.

6. Hindi version will follow.

(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.
