

LEAVE TRAVEL CONCESSION (LTC) RULES

No. 31011/5/2007-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi 27th September, 2007.

OFFICE MEMORANDUM

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

Rules 4 & 15 of LTC Rules provide that a claim for reimbursement of expenditure incurred 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. It has now been decided to delegate the powers to relax these provisions to the Ministries/Departments, where a Government servant is not in a position to submit the claim within the prescribed time limit and the Ministry/Department is satisfied that he was not able to do so due to compelling circumstances beyond his control. The Ministry/Department concerned with the concurrence of Financial Advisor can admit the claims in such cases in relaxation of the provisions subject to the following time limits without reference to DoP &T:-

(a) where no LTC advance is taken, LTC bill submitted within a period not exceeding six months;

(b) where LTC advance has been drawn the LTC claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Government servant refunds the entire advance within 45 days after the completion of the return journey).

2. Ministries/Departments are requested to keep these instruction in view while processing belated LTC claims.

3. These instructions will be effective from the date of issue of this O.M.

Sd/-

(P. Prabhakaran)

Deputy Secretary to the Government of India