

No.31011/11/85-120000  
Government of India  
Ministry of Personnel, Public Grievances  
and Pensions  
( Department of Personnel and Training )

New Delhi, the 21 March, 1986.

OFFICE MEMORANDUM

Subject:- Leave Travel Concession - recovery of advances -

The undersigned is directed to refer to the Ministry of Home Affairs O.M.No.43/3/63-Estt(A), dated the 1st October, 1966 on the subject mentioned above, and to say that, according to the said Office Memorandum, a Government servant who is granted advance to enable him/her and/or members of his/her family to avail himself/herself of the LTC should refund it, in full, immediately, if the outward journey is not commenced within thirty days of the drawal of advance. Subsequently, since the Railways had raised the time limit for reservation of seats/berths by six months before the date of the journey, it was decided vide this Department's O.M.No.31011/4/78-Estt(A) dated 1st September, 1978 that a Government servant can draw advance in respect of the journey proposed to be performed under the Leave Travel Concession Scheme by himself and/or by the members of his family, sixty days before the proposed date of the outward journey. In such cases, it was further decided that the Govt. servant should produce railway tickets within ten days of the drawal of advance to the competent authority to show that he has actually utilised the amount to purchase the tickets.

2. It has, however, been noticed that, due to administrative lapse in certain cases, the LTC advances which were not utilised to purchase the tickets in time remained un-recovered for many months. This Department takes a serious view of the matter. It is once again stressed that the above provision should be strictly observed. Ministry of Finance etc. are requested to ensure that if the ticket is not purchased within the stipulated time, or the ticket having been purchased, the journey is not performed for one reason or the other, the full amount of the advance is recovered immediately, and no request for deduction of advance in convenient monthly instalments is entertained.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned, this issues with the concurrence of the Comptroller and Auditor General of India.

( A. JAYARAMAN )  
DIRECTOR

To :

All Ministries and Departments of the Govt. of India  
with usual number of spare copies.

No.31011/11/85-Estt(A) New Delhi, the 21 March 1986.

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1. Comptroller and Auditor General of India, New Delhi.
2. UPSC, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Registrar, Supreme Court, New Delhi.
5. Commissioner for Linguistic Minorities, Allahabad.
6. Lok Sabha Sectt./Rajya Sabha Sectt., New Delhi.
7. All Union Territories Administrations.
8. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions, and Ministry of Home Affairs.
9. All Officers and Sections of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

*A. Jayaraman*  
( A. JAYARAMAN )  
DIRECTOR.

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