

## LEAVE TRAVEL CONCESSION (LTC) RULES

No. 31011/4/2007-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
Estt.(A) Section

New Delhi, dated 14th May, 2008.

### OFFICE MEMORANDUM

**Subject: - Central Civil Services (LTC) Rules, 1988 - Clarification regarding reimbursement of fare in respect of travel by air to visit NER.**

After issue of DOP & T O.M. No. 31011/4/2007-Estt.(A) dated 2nd May, 2008 allowing Government servants to travel by air to North Eastern Region on LTC, Clarifications on certain points have been sought by Government servants/various Ministries/Departments. The doubts raised by various authorities are clarified as under:-

Points raised	Clarification
1. Whether Sikkim is included in NER?	Yes. NER includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura.
2. Whether Government employees can travel by Helicopter?	No. On LTC Government employees can travel only in economy (Y) class in a passenger plane of airlines.
3. Whether a Government servant can travel by private airlines?	Yes. DOP & T vide O.M. No. 31011/2/2006-Estt.(A) dated 24/4/2006 has allowed LTC journey by private airlines subject the conditions laid down in the Department of Expenditure O.M. No. 19024/1/E-IV/2005 dated 24th March, 2006 regarding air travel by Government servants within India during official visits. However, in the case of visit to NER in terms of O.M. dated 2.5.2008, full fare will be admissible to the categories of employees indicated therein.
4. Whether a Government servant visiting Sikkim can travel by air upto Bagdogra which is not situated in NER?	Yes. A Government employee is entitled to travel by air from their place of posting (or nearest airport) to a city in the NER (or nearest airport).
5. Whether a Government employee who has already availed All India LTC is entitled for LTC to visit NER in terms of O.M. dated 2.5.2008?	A Government employee can avail LTC to visit NER by conversion of one block of home-town LTC, if the same is available. However, the Government employees whose headquarters and home-town being same are not entitled for home-town LTC and the question of conversion of home-town LTC into LTC for NER in such cases does not arise.

6. Whether air fare of children whose full fare is charged by the airlines is reimbursed? If full air fare has been charged by the airlines and paid by the Government servant the same will be reimbursed.
7. Whether Non Gazetted Group B officers are entitled to travel by air to NER? Yes. Group A Group B Central Government employees (Gazetted and Non-Gazetted) will be entitled to travel by Air from their place of posting (or nearest airport) to a city in the NER (or nearest airport).
8. Whether Government employee who has already availed one home town LTC in the current block can avail LTC to visit NER? Yes. He can avail it against All India LTC.
9. Indian Airlines etc. are offering Package Tours. Whether total package is reimbursable? In LTC, fare at the normal rate for the entitled class between headquarters and place of visit by shortest route or cost actually paid whichever is less is reimbursable.

Sd/-

(A.K. Chaturvedi)

Under Secretary to the Govt. of India

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