

No.6/27/97-6PP3/2275

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-III BRANCH)

To

All Heads of Departments,  
Registrar, Punjab & Haryana High Court  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Magistrates in the State of Punjab.

Dated, Chandigarh, the :19.2.2007

Subject : L.T.C. facility to Punjab Government employees on the pattern of Government of India.

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Sir/Madam,

I am directed to refer to Punjab Government letter No. 6/27/97-6PP3/12507 dated 6.10.2000 on the subject noted above and to say that the Government has decided :-

- (i) the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by private airlines also while availing LTC.
- (ii) It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by National and Private Airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the air ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officer, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

The above concession is further subject to the following conditions: -

- A) Condition laid down in Government of India, Department of Expenditure OM No. 19024/1/E.IV/2005 dated 24.03.2006 regarding air travel by Government employees within India during official visits would be applicable in the case of LTC, mutatis-mutandis as under: -
  - a) The basic criteria for selecting airlines other than Indian Airlines/ Air India would be better and more competitive prices being offered by the other airlines.
  - b) Various incentive schemes and concessional fares offered by Indian Airlines/ Air India will also be fully utilised.
  - c) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.

- d) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
  - e) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/ Air India or their subsidiaries.
  - f) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
  - g) Schemes offered by airlines, which are co-branded with the credit cards, can also be availed. However, this would need one time prior approval of the concerned Financial Adviser/ Competent Authority for obtaining and utilizing such credit card.
  - h) Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.
- B) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

2. Since, as per recommendation of the Third Pay Commission, the State of Punjab has extended the facility of LTC available to employees of Government of India to State Govt. employees. Certain clarifications issued by Government of India regarding Leave Travel Concession are also brought to the notice of all Departments of Punjab Government :-

<u>Sr. No.</u>	<u>Points raised</u>	<u>Clarifications</u>
1.	LTC orders permit journeys by Rajdhani or Shatabdi Express Trains. Can the entitlement be determined on notional basis?	No. In order to be entitled to reimbursement of fares applicable on Rajdhani or Shatabdi Express, the journeys in question have to be actually performed by these trains. In cases where LTC journeys are undertaken in trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the employee is entitled or by an alternative mode of travel (c.g. by air) to which he/she is not entitled, reimbursement of fares cannot be determined on a notional basis with reference to the fares applicable by the entitled class on the Rajdhani or Shatabdi Express.

2. LTC orders provide for journey by Rajdhani or Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home Town /declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani or Shatabdi Trains?
- This will be permissible provided the employee concerned is entitled to travel by Rajdhani or Shatabdi Express on LTC.
3. If the Home Town of an employee is connected by train but is not directly connected by Rajdhani or Shatabdi Express Trains. In such a case can the employee be entitled to travel partly by Rajdhani or Shatabdi Express Trains and partly by other train(s).
- If the journey is actually performed by Rajdhani or Shatabdi trains upto an enroute railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani or Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.
4. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is travelling only by Rajdhani or Shatabdi Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani or Shatabdi Express trains by the shortest direct route or will only the ordinary train fare be admissible?
- Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani or Shatabdi Express by the shortest direct route, shall be permissible provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.
5. If an employee travels partly by Rajdhani or Shatabdi Express trains and partly by other train(s) or by any other mode of transport, such as ship, bus, etc., how is the LTC claim to be regulated?
- As already clarified at Sr.No.3 above, in cases where journey on LTC is performed partly by Rajdhani or Shatabdi Express and partly by other trains/mode of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.
6. Certain places are not directly connected by trains and one has to change train at nearest rail head. In such cases can journey be undertaken upto nearest rail head, which is connected by Rajdhani or Shatabdi Express?
- Clarification in respect of Sr.No.5 may be seen in this connection.

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7. If the originating and terminating points fall on the routes of Rajdhani or Shatabdi Express Trains but these trains do not halt at these stations, can an employee travel by Rajdhani or Shatabdi Express and claim reimbursement?
 

The employee can travel by Rajdhani or Shatabdi Express upto the nearest enroute station which should not be beyond the destination i.e. Home Town or the declared place of visit.
  8. If two stations are connected by direct trains but the route traversed by such trains is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full?
 

Yes, provided travel by the longer route on LTC has been specifically recognized and approved by the Government in terms of the separate orders issued in this regard from time to time.
  9. Revised LTC orders permit to travel by private vehicles i.e. Taxi, Auto rickshaw, etc., it may be clarified whether the orders prohibiting LTC journeys by road in a private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the fare actually paid?
 

Journeys on LTC by taxi, auto rickshaw etc. are permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transports operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles etc. shall, therefore, continue to be in force and applicable. No reimbursement shall be permissible in such cases.
  10. If journeys on LTC are performed by taxi or auto rickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible?
 

Journeys by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.
  11. Can claim in respect of local journeys performed by taxi, auto rickshaw, etc. from the residence to the Railway Station, airport, etc. and vice-versa be restricted to the applicable bus fare?
 

Incidental expenditure incurred on local journeys between the residence /place of stay and the airport /railway station/ bus terminal are not reimbursable.
  12. LTC instructions provide that when a journey is performed by taxi, auto rickshaw, etc. the claim shall be restricted to the entitled
 

When Journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be

bus fare. However, various State Roadways corporations operate on the same route but have different fare structure. How will the claim be regulated in such a situation?

reimbursable. As clarified against Sr.No.9, journeys on LTC by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes, and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

3. These instructions may be brought to the notice of all the officers/officials.
4. These instructions will take effect from the date of issue.
5. These instructions are based on the approval of the Department of Finance conveyed vide its I.D.No. 21/24/06-3FP2/112, dated 24.2.2006 and I.D.No. 21/26/2004-3FP2/2470 dated 22.12.2006.

Yours faithfully,

Joint Secretary Personnel

A copy is forwarded to all the Financial Commissioners/Principal Secretaries and Administrative Secretaries to the Government of Punjab, for information and necessary action.

Joint Secretary Personnel

To

All the Financial Commissioners/Principal Secretaries and Administrative Secretaries to the Government of Punjab.

I.D. No. 6/27/97-6PP3/2276  
Enclt.No. 6/27/97-6PP3/2277

Dated, Chandigarh the: 19.2.2007  
Dated, Chandigarh the: 19.2.2007

A copy is forwarded to all Boards/Corporations under the Punjab Government for information and necessary action.

Joint Secretary Personnel

A copy is forwarded to the Department of Finance (Finance Personnel-2 Branch) w.r.t. their I.D.No. 21/24/06-3FP2/112, dated 24.2.2006 and I.D.No. 21/26/2004-3FP2/2470 dated 22.12.2006 for information and necessary action.

Joint Secretary Personnel

To

Department of Finance,  
(Finance Personnel-2 Branch)

I.D. No. 6/27/97-6PP3/2278

Dated, Chandigarh the:19.2.2007