

F. No. 31011/8/2015-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001  
Dated May 13, 2016

OFFICE MEMORANDUM

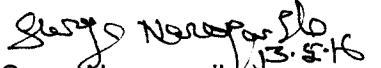
**Subject:- Revision of time limit for drawal of advance for the purpose of LTC journey by train.**

The undersigned is directed to refer to this Ministry's O.M. No. 31011/5/98-Estt.(A) dated 30.03.1998 regarding relaxation of time-limit for drawal of LTC advance, wherein it has been stated that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey.

2. Since, the Ministry of Railways has decided to increase the Advance Reservation Period (ARP) for booking accommodation in trains from 60 days to 120 days (excluding the date of journey) w.e.f. 1st April 2015, the time-limit for drawal of LTC advance by the Government servants may be increased from 65 days (i.e. 2 months & 5 days) to 125 days (i.e. 4 months and 5 days) in case of journey by train.

3. Cases where the LTC journey is proposed to be undertaken by other modes of transport viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.

4. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilised the amount to purchase the tickets.

  
(Surya Narayan Jha) 13.5.16

Under Secretary to the Government of India

To

The Secretaries  
All Ministries / Departments of 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 Investigations, 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. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders→ Establishment→ LTC Rules)
10. Hindi Section for Hindi version.