



**महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय**  
**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**  
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by Parliament by Act No. 3 of 1997)  
नेक द्वारा 'A' ग्रेड प्राप्त Accredited with 'A' Grade by NAAC

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दिनांक : 30.05.2017

**परिपत्र**

पूर्व में शासकीय यात्रा/छुट्टी यात्रा रियायत के संबंध में जारी कार्यालय आदेश/परिपत्र को अधिक्रमित करते हुये विश्वविद्यालय के समस्त संकाय सदस्यों/अधिकारियों/कर्मियों को सूचित किया जाता है कि वित्त मंत्रालय के कार्यालयीन ज्ञापन दिनांक 13.07.2009 के अनुसार **सरकारी यात्रा/छुट्टी यात्रा रियायत सुविधा (Official Tour / Leave Travel Concession)** हेतु सरकारी वायुयान (Air India) से ही यात्रा अनुमन्य है। संलग्न विवरणानुसार जिन 63 वायु मार्गों पर सरकारी वायुयान (Air India) की सुविधा उपलब्ध नहीं है, उन मार्गों पर गैर-सरकारी वायुयान से यात्रा की जा सकती है (Annexure I & II)। छुट्टी यात्रा रियायत सुविधा (LTC) के संदर्भ में DOPT के OM No. 31011/3/2015&Estt [A.IV], दिनांक 18.02.2016 द्वारा जारी आवश्यक दिशा-निर्देश संलग्न है (Annexure III)।

यात्रा हेतु टिकट संबंधित वायुयान की विंडो/वेबसाइट, सरकार द्वारा अधिकृत एजेंट, जैसे M/s Balmer Lawrie & Co., M/s Ashok Travel and Tours and IRCTC से ही क्रय किया जाना एवं यात्रा पश्चात् बिल समायोजन/भुगतान हेतु बोर्डिंग पास प्रस्तुत करना अनिवार्य है।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।

**कादर नवाज**  
(कादर नवाज खान)

30/05/17

**प्रतिलिपि :**

1. कुलपति कार्यालय
2. प्रतिकुलपति कार्यालय
3. कुलसचिव कार्यालय
4. समस्त विभाग/केंद्र/कार्यालय, म.गां.अं.हि.वि, वर्धा
- ✓ 5. विश्वविद्यालय वेबसाइट
6. संबंधित पत्रावली

## Annexure-I

Sl. No.	Sectors
01	Ahmedabad - Pune - Ahmedabad
02	Ahmedabad - Jaipur - Ahmedabad
03	Ahmedabad - Indore - Ahmedabad
04	Bangalore - Coimbatore - Bangalore
05	Bangalore - Vishakhapatnam - Bangalore
06	Chennai - Coimbatore - Chennai
07	Chennai - Tuticorin - Chennai
08	Chandigarh - Srinagar - Chandigarh
09	Guwahati - Dibrugarh - Guwahati
10	Guwahati - Bagdogra - Guwahati
11	Hyderabad - Bhubaneswar - Hyderabad
12	Hyderabad - Bhopal - Hyderabad
13	Hyderabad - Cochin - Hyderabad
14	Hyderabad - Coimbatore - Hyderabad
15	Hyderabad - Nagpur - Hyderabad
16	Hyderabad - Rajamundry - Hyderabad
17	Hyderabad - Raipur - Hyderabad
18	Hubli - Bangalore - Hubli
19	Jaipur - Jammu - Jaipur
20	Jaipur - Hyderabad - Jaipur
21	Kolkata - Raipur - Kolkata
22	Kolkata - Visakhapatnam - Kolkata
23	Lucknow - Patna - Lucknow
24	Lucknow - Kolkata - Lucknow
25	Mumbai - Bhuj - Mumbai
26	Mumbai - Diu - Mumbai
27	Mumbai - Nanded - Mumbai
28	Mumbai - Porbandar - Mumbai
29	Mumbai - Jabalpur - Mumbai
30	Mumbai - Pune - Mumbai
31	Mumbai - Vadodara - Mumbai
32	Nagpur - Kolkata - Nagpur
33	Nagpur - Hyderabad - Nagpur
34	Nagpur - Pune - Nagpur
35	Nagpur - Bangalore - Nagpur
36	Nagpur - Indore - Nagpur
37	Varanasi - Kolkata - Varanasi

## Annexure-II

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi



DOPT OM No. 31011/3/2015-Estt (A.IV), dated 18.02.2016

### **Guidelines: LTC**

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31 011/7/2013-Estt.(A-IV) dated 26.09.2014 available on [www.persmin.nic.in](http://www.persmin.nic.in) << 'OMs & Orders'<< 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorized to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

**From pre-page:**

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
  - Within three months of completion of return journey, if no advance is drawn;
  - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

**"Have a pleasant journey and a happy holiday"**