CIRCULAR

Please find enclosed herewith copy of Endorsement No. F.No.4 (73)/Fin.(Estt.-III)/part-II/dsv/529 dated 24.05.2016 received from Finance Department, GNCT of Delhi enclosing therewith following Office Memorandum from Govt. of India for information and necessary action:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Ministry/Department</th>
<th>O.M No. and Date</th>
<th>Subject</th>
</tr>
</thead>
</table>

Encls: As above:

(Daya Nand Singh) ADE (Coord.)

Copy for information and necessary action to:-

1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Finance/Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admn), Directorate of Education.
5. PA to Addl. Director of Education (School), Directorate of Education.
6. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
7. DCA, Directorate of Education, Delhi.
8. All Branches of HQ, Directorate of Education, Delhi (through website).
9. HOS/DDO, Govt. Schools, Directorate of Education (through website).
10. OS (IT) with the request to upload the Circular on the website of Department.

(Daya Nand Singh) ADE (Coord.)
ENDORSEMENT

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Website of Finance Department.

List of paper forwarded

<table>
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</tr>
</thead>
</table>
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/seal/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.

To
The Secretaries
All Ministries / Departments of Government of India.
(As per the standard list)

Copy to:

2. Union Public Service Commission, 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)