

विश्वभारती
VISVA-BHARATI



CIRCULAR

The undersigned is to convey for information of all concerned that the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, GOI has circulated an Office Memorandum Vide F. No. 31011/15/2022-Estt-A-IV dated 09/09/2026 regarding relaxation to travel by air to visit NER, UT of J& K, UT of Ladakh and Andaman & Nicobar- extension beyond 25/09/2026 in respect of Leave Travel Concession (LTC).

A copy of the relevant OM is enclosed herewith for detailed information and compliance.

Enclo: as above

Memo No. EST/E-II/22

Dated: 14/09/2026

[Handwritten Signature] 14/09/2026
Registrar
Visva-Bharati
कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy for:

1. Directors/ Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Administration Departments/ Sections/ Centres
3. Librarian/ F.O./ Proctor/ Dean/ University Engineer/CMO/ In-charge, Security
4. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/ Section Officers
5. Joint Registrar & CS to Vice-Chancellor
6. Assistant Registrar (Meeting) – For reporting in the Executive Council Meeting
7. Section Officer, Registrar's Office
8. University Webmaster – to upload it in the university website
9. Guard File

F.No.31011/15/2022-Estt-A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Personnel Policy Division)

Kartavaya Bhawan-3, New Delhi-110001

Dated: 09th September, 2026

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit North East Region, UT of Jammu & Kashmir, UT of Ladakh and Andaman & Nicobar Islands – extension for two years beyond 25.09.2026 – regarding.

The undersigned is directed to refer to this Department's OM No. 31011/15/2022-Estt.A-IV dated 17.09.2024 regarding relaxation to travel by air to visit North East Region, UT of Jammu & Kashmir, UT of Ladakh and Andaman & Nicobar Islands and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to the above-mentioned regions is extended for a further period of two years, w.e.f. 26th September, 2026 till **25th September, 2028.**

2. The above Special Dispensation Scheme is subject to the following terms & conditions: -

- i. All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K/Ladakh against the conversion of their one Home Town LTC in a four years' block period.
- ii. Government servants, whose Home Town and Headquarters/place of posting are same, are not allowed the conversion of any Home Town LTC as they are not eligible for the Home Town LTC facility.
- iii. The Government servant whose Home Town is situated in NER/A&N/J&K/Ladakh will also be allowed conversion of Home Town LTC for availing this Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated.



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iv. Fresh Recruits are also allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/A&N/J&K/Ladakh. In addition, they are allowed one additional conversion of Home Town LTC to visit UT of J&K/UT of Ladakh in a block of four years.

v. Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the terms and conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 (copies enclosed).

vi. Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the terms and conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 in the following sectors: -

- a. Between Kolkata/Guwahati and any place in NER.
- b. Between Kolkata/Chennai/Visakhapatnam and Port Blair.
- c. Between Delhi/Amritsar and any place in J&K/Ladakh.

Journey for these non-entitled employees from their Headquarters upto Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar shall be undertaken as per their entitlement.

vii. Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in para (v) and (vi) above is allowed irrespective of whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC, as permitted.

viii. Government servants not entitled to travel by air are also allowed to travel by air in Economy class by any airlines to any place in NER/A&N/J&K/Ladakh from their Headquarters directly, however, the reimbursement will be subject to the conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022.

ix. The instructions regarding booking of air tickets through authorized travel agents, best available fares, slots, booking time, advances, reimbursement, etc., as mentioned in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 will also be applicable for this Special Dispensation Scheme.

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3. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel *vis-a-vis* the cost indicated on the air tickets submitted by the officials.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. Hindi version will follow.

Rohit Kumar
09/09/26
(Rohit Kumar)

Under Secretary to the Government of India
Tel: 24010436

To

The Secretaries
All Ministries/ Departments of the 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 Investigation, 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. Hindi Section for Hindi version.
