



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
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No.Ac.7(7)/2019

dated 31 JAN 2019

CIRCULAR

Sub: Reimbursement of LTC – Need for observing Prescribed Procedures – Reg.

It is brought to the notice to all the staff members of this Institute to observe the prescribed procedure as directed by the Department of Personnel & Training Ministry of Personnel, Pension & Public Grievance, Govt. of India, for reimbursement of LTC claim.

- 1) Whenever a Govt. servant applies for LTC is required to check the LTC block year and their entitlement from this section and also required to give prior intimation.
- 2) Govt. servants travelling by air under LTC are required to book their tickets either directly from the airline or through the approved agencies viz M/s Balmers Lawrie & Co. Ltd, M/s Ashok Tour & Travel Ltd/IRCTC. Booking through any other agency is not permissible.
- 3) As per LTC rules, a Govt. servant may travel only by vehicles operated by Central/States Govt. or local bodies or by any corporation in the Public sector owned/ Controlled by central/State Govt. Journey on LTC by Taxi / Auto rickshaw etc. are permissible only between place not connected by rail.
- 4) Air fare will be restricted to LTC –80 fare.
- 5) Any incidental expenses and the expenditure incurred on local journey shall not be admissible.
- 6) In term of rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is:-
 - i) Within three months of completion of return journey, if no advance is drawn
 - ii) Within one month of completion of return journey, if advance is drawn,

Contd..p/2

Further, the staff members are informed that any misuse of LTC while submission of Train/Air tickets etc. will be viewed seriously and the employees will be liable for disciplinary action under Rule 16 of CCS (LTC) Rules. Some of the Train/Air tickets submitted by the officials will be checked randomly from concern Railway/Airlines for verification as per LTC Rules.

This issues with the approval of the Director.


To

All Heads of Departments / Sections / Units
-with a request to circulate this O.M among the
staff members working under their control.

Copy to :

- 1.P.S. to Director/M.S/Dean (Academic)/Dean (Research)/Dean (Karaikal)
- 2.PA to Faculty (Finance)/DD(A)/F&CAO. AO, LO, Ac.O

IT Section: It is requested that the above mentioned O.M. May please be
uploaded in JIPMER Website.


DEPUTY DIRECTOR (Admn.)
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