

Most Immediate

**No. 31011/11/2000-Estt. (A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
North Block**

New Delhi, the 23, April, 2001

**OFFICE MEMORANDUM**

Subject: Leave Travel Concession - Determination of the  
Genuinenance of the claim.

The undersigned is directed to say that the existing instructions contained in the Department of Personnel & Administrative Reforms O.M.NO. F. 31011/11/79-Estt. (A) dated the 6<sup>th</sup> March, 1981, inter alia, stipulate that where LIC advance has been drawn the Government servant should produce railway tickets within ten days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the ticket(s). In case where no advance has been drawn, it will be sufficient if the Government servant indicates the ticket numbers in his claim. The matter has been reviewed following the introduction of computerized booking system by the Ministry of Railways. Indian Railways maintain the records of ticket booking with reference to PNR No. indicated in the ticket and as such Indian Railways have expressed their inconvenience in furnishing verified or certificate on the basis of Ticket No. to the controlling authorities who made references in the case of doubt about the claim. It has, therefore, now been decided that hitherto all the Government servants should indicate the PNR No. in their LIC claims in addition to ticket No.

2. The instructions contained in the DOP&AR O.M.NO. F. 31011/11/79 Estt. (A) dated 6.3.1981 are modified to the extent mentioned in para 1 above.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these instructions issue in consultation with the Comptroller & Auditor General of India.

( Smt. S. Bandopadhyay )  
Director

To

All Ministries/Departments of the Government of India.