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Government of India
Ministry of Defence
(Department of Defence)
D(Civ-II)

Subject: Proposal for one-time relaxation in respect of claims for reimbursement under LTC 80 Scheme of Defence Civilian Employees.

This is to inform that the proposal, for seeking one-time relaxation in respect of claims under LTC 80 Scheme of Defence Civilian Employees not entitled to travel by air, who availed LTC to NER, J&K and A&N Islands by air/ship after purchasing the tickets from private/unauthorized travel agents, was taken up with DoP&T, which vide its ID Note No. 1193324/2016-Estt.(A-IV) dated 13.01.2017 had conveyed that the proposal for granting relaxation to a large number of Defence civilian employees was not agreed to. However, DoP&T made certain observations and advised to examine each case to ascertain any bonafide mistake and where the Ministry/Department is satisfied that undue hardship had been caused in any particular case, that may be referred to them for relaxation. Subsequently, this Branch vide MoD ID note of even number dated 03.02.2017 (copy enclosed) had conveyed the decision/guidelines of DoP&T to the concerned administrative Divisions under MoD.

2. Subsequently, DoP&T vide its ID Note No. 43020/2/2016-Estt.(A-IV) dated 03.07.2017 have advised that the Administrative Ministry/Department needs to examine each case on the certain broad parameters/criteria and where it is satisfied that a bonafide mistake has occurred and undue hardship is being caused in any particular case, it may be considered for relaxation. Information in the prescribed Proforma for granting relaxation as prescribed by DoP&T, have been circulated vide MoD ID of even number dated 18.07.2017 (copy enclosed) to all the administrative Divisions of various defence establishments/Organisations for examination of individual cases and preparation of proposals on these lines.

3. In continuation of MoD ID dated 18.07.2017, the individual cases need to be examined by the lower formations/organisations under MoD in accordance with DoP&T communication dated 03.07.2017 and thereafter the consolidated proposal shall be submitted to their respective administrative Divisions for further taking up the matter with DoP&T for seeking relaxation.

4. All concerned are requested to take necessary action accordingly.

Encl: As above


(Sanjay Pant)

Under Secretary to the Govt. of India
Tele:23014675

D(Air-III)	D(N-II)	D(QA)	D(QS)	D(Estt/NG)	D(GS-IV)
D(Med)	D(R&D)	D(BR-II)	D(CG)	D(GS-I/Civ)	D(GS-VI)
D(GS-II)	D(O-II)	D(Works-II)	D(Mov)	DDP(Coord)	D(Q&C)

MoD I.D. No. 11(1)/2013/D (Civ-II) dated 15.11.2017

Copy for similar action to:

AHQ/Dir CP(MP-4)	Air HQ/PC-4	NHQ/CP(NG)	DGQA/Coord	DGAQA/Adm
HQ IDS/Dir(Pers)	Dir Admin, OFB	DGDE/Admin	DG NCC/Pers C	CGDA
DGAFMS/DG-2B	DRDO/DoP	DG BR	CG HQ	DPR
E-In-C' Br (E.IV)	DAD(Coord)	CAO(Coord)		

Copy for information to: (i) Hon'ble RM/RRM's Office (ii) Staff Officer to Defence Secretary

Copy for information to: Shri Surya Narayan Jha (Under Secretary), Establishment A-IV Desk, Deptt of Personnel & Training, North Block, New Delhi

Copy to: General Secretaries of AIDEF/INDWF/BPMS/CDRA

PRIORITY

Government of India
Ministry of Defence
(Department of Defence)
D(Civ-II)

Subject: Proposal for one-time relaxation in respect of LTC 80 Reimbursement claims of Defence Civilian Employees.


Reference this Ministry's ID Note of even number dated 03.02.2017 on the above mentioned subject wherein the organisations/formations under MoD were advised to process the cases for one-time relaxation in accordance with the guidelines/advice given by DoP&T and refer to this Ministry only such case where it was satisfied that undue hardship had been caused to the individual.

2. Now, the DoP&T has advised this Ministry to examine each case on certain parameters/criteria and re-submit the proposal in the prescribed Proforma for granting relaxation in respect of employees for booking the journey tickets on LTC through private travel agents. In this connection, a copy of DoP&T's ID Note No. 43020/2/2016-Estt.(A-IV) dated 03.07.2017 is enclosed herewith.

3. All concerned are, therefore, requested to examine the matter afresh in the light of the detailed guidelines of DoP&T and re-submit the proposal to this Ministry, as per the Proforma prescribed at para 2 of the ibid DoP&T's ID note dated 03.07.2017, for taking up the matter further with DoP&T. It is to be noted that before sending the proposal to this Ministry, the various points at para 3 of ibid DoP&T' ID note should also be confirmed/clarified keeping in view the alleged irregularities reported/observed in such cases in the past.

4. This should be accorded Priority.

Encl: As above


(Pawan Kumar)

Under Secretary to the Govt. of India
Telefax:2301 4675

To:

D(Estt./NG)	D(R&D)	D(GS-I/Civ)	D(GS-II)	D(GS-IV)	D(GS-VI)	D(CG)
D(QS)	D(Q&C)	D(N.II)	D(AIR.III)	D(Works)	D(O-II)	D(MED)
D(Mov)	D(QA)	D(AG-II)	CAO(Coord)	DDP(Coord)	CGDA	DGQA(Coord)
D(JCM)	E-in-C's Br/EIC-IV					

MoD I.D. No. 11(1)/2013-D (Civ-II) dated 18.07.2017

Copy for information to: (i) Hon'ble RM/RRM's Office (ii) Staff Officer to Defence Secretary

Copy for information to: Shri Surya Narayan Jha (Under Secretary), Establishment A-IV Desk, Deptt of Personnel & Training, North Block, New Delhi.

Copy to: (i) General Secy. All India Defence Employees Federation; (ii) General Secy. Indian National Defence Workers Federation; (iii) General Secy. Bhartiya Pratiraksha Mazdoor Sangh; (iv) General Secy. Confederation of Defence Recognised Associations.

Government of India
Ministry of Defence
(Department of Defence)
D(Civ-II)

Subject: Proposal for one time relaxation in respect of LTC 80 Reimbursement claims of Defence Civilian Employees.

Reference this Ministry's ID Note of even number dated 24.07.2015 on the above mentioned subject.


2. It is to inform that the proposal on the above subject was taken up with Department of Personnel & Training. However, DoP&T has stated that the proposal for granting bulk relaxation to thousands of group 'B' and Group 'C' Defence civilian employees is **not agreed to**. Further, they have advised that the proposal for granting relaxation for booking of tickets through private travel agents may be scrutinized individually in the following perspective:

(i) The fare claimed by the Govt. servant needs to be cross-verified from the concerned airlines whether the tickets were booked at the same fare as indicated by the travel agent. It may be enquired whether the Govt. servant has availed of any tour package or other facility from the travel agent apart from the airfare.

(ii) CBI has been holding inquiries in cases of scams/misuse of LTC by private travel agents and Govt. servants, specifically in case of LTC travel to Jammu & Kashmir, North-East Region and Andaman & Nicobar Islands region. Going through individual cases shall rule out such a scam. It may be examined if some employees have submitted similar type of claims or booked through same travel agents if claims have arisen in a particular region, unit, etc. It may be possible that a concerted effort was made to defraud the Government.

3. Further, DoP&T has suggested that the Administrative Ministry needs to examine each case whether it involves any bonafide mistake and where the Ministry/Department is satisfied that undue hardship is being caused in any particular case, it may be referred to them for relaxation. In cases of any fraudulent claims/attempts to inflate the claims, appropriate disciplinary action may be taken.

4. All concerned are requested to take further action in accordance with the guidelines/advice given by DoP&T. Only such case where the organisation/formation is satisfied that undue hardship is being caused, may be referred to this Ministry for taking up the matter further with DoP&T.


(Gurdeep Singh)

Under Secretary to the Govt. of India
Telefax: 23014675

To:

D(Estt./NG)	D(R&D)	D(GS-I/Civ)	D(GS-II)	D(GS-IV)	D(GS-VI)	D(CG)
D(QS)	D(Q&C)	D(N.II)	D(AIR.III)	D(Works)	D(O-II)	D(MED)
D(Mov)	D(QA)	D(AG-II)	CAO(Coord)	DDP(Coord)	E-in-C's Br	CGDA .
DGQA(Coord)						

MoD I.D. No. 11(1)/2013-D (Civ-II) dated 03.02.2017

Copy for information to: (i) Hon'ble RRM/RRM's Office (ii) Staff Officer to Defence Secretary

Copy for information to: Shri Surya Narayan Jha (Under Secretary), Establishment A-IV Desk, Deptt of Personnel & Training, North Block, New Delhi.

Copy to: (i) General Secy. All India Defence Employees Federation; (ii) General Secy. Indian National Defence Workers Federation; (iii) General Secy. Bhartiya Pratiraksha Mazdoor Sangh; (iv) General Secy. Confederation of Defence Recognised Associations.

URGENT

Government of India
Ministry of Defence
(Department of Defence)
D (Civ-II) Section

Subject: Self certification/Self attestation- Review of existing requirements of affidavits/attested copies by Gazetted Officers etc with various forms-reg.

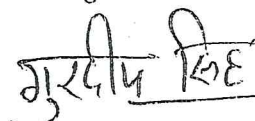
Attention is invited to Department of Administrative Reforms & Public Grievances (DARPG) O.M No. K-11022/67/2012-AR dated 10.05.2013 (copy enclosed) on the subject 'Self-Certification'. In the ibid O.M, it is stated that the Second Administrative Reforms Commission in its 12th report titled "Citizen Centric Administration- The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures. Under the self-attestation method, the original documents are required to be produced at the final stage. This method is citizen friendly and obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

2. DARPG has advised Government offices to review the existing requirements of attested copy or affidavit in various application forms in a phased manner, and wherever possible, make provision for self-certification of documents, after obtaining approval of the competent authority. Directions have been received from PMO to finalize the matter regarding making provisions for self-certification of document against the existing requirement of attested copy/affidavit in various forms related to Defence pension payments.

3. In this context, CGDA has recommended certain instructions vide UO No. 5635/AT-P/Vol XXXVII dated 31.07.2015 (copy enclosed) to simplify the documentation process for Defence Pension payments in respect of Armed Forces' Personnel.

4. All the Defence Establishments/Organisations are requested to review the existing requirement of furnishing attested copies/affidavits with various application forms during transactions with the Government, relating to pensionary matters of Defence Civilian employees working under MoD, in the light of DARPG O.M No. K-11022/67/2012-AR dated 10.05.2013 & CGDA UO No. 5635/AT-P/Vol XXXVII dated 31.07.2015 and consider issuing necessary instructions/guidelines to the concerned administrative/accounting authorities. Action taken report may please be furnished to this Ministry.

Encl: As above


(Gurdeep Singh)

Under Secretary to the Govt. of India
Tele: 23014675

D(AG) D(Air-III) D(N-II) D(QA) D(QS) D(Estt/NG)
D(Med) D(R&D) D(BR-II) D(CG) D(GS-I/Civ) D(GS-VI)
D(GS-II) D(O-II) D(Works-II) D(Mov) DDP(Coord) D(Q&C)
D(Estt2/Gen2) in r/o Def(Fin/Estt.)

MoD ID No. 17(14)/2017/D(Civ-II) dated 09.11.2017.

Copy for similar action to:

AHQ/Dir CP(MP-4)	Air HQ/PC-4	NHQ/CP(NG)	DGQA/Coord
DGAQA/Adm	DPR	HQ IDS/Dir(Pers)	Dir Admin. OFB
DGDE/Admin	DG NCC/Pers (C)	E-In-C' Branch (E.IV)	CGDA
DGAFMS/DG-2B	DRDO/DOP	DGBR	DG/CGHQ
DAD(Coord)			

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

Reference JCM letter dated February 9, 2017 regarding Ministry of Defence's proposal seeking one time relaxation in respect of thousands of Group 'B' and Group 'C' Defence civilian employees who have availed LTC to NER, J&K and A&N Islands by air after purchasing the tickets from private/unauthorized travel agents.

2. The matter has been re-visited. The Administrative Ministry/Department needs to examine each case on the following parameters and where the Ministry/Department is satisfied that a bonafide mistake has occurred and undue hardship is being caused in any particular case, it may be considered for relaxation after information is received in following Proforma for granting relaxation in respect of employees for booking the journey tickets on LTC through private travel agents:-

S.No	Criteria	Response
1.	Whether the employee has travelled by Air India flight or any other airline authorised by the Government?	
2.	If answer to s.no. 1 above is 'No', then such cases may not be considered for relaxation.	
3.	Whether the tickets were purchased at LTC-80 fare or less?	
4.	It may be confirmed from the concerned airlines whether the tickets were booked at the same price on the date of booking as indicated on the ticket?	
5.	Whether the Govt. servant has availed of any tour package or other facility from the travel agent except the tickets?	
6.	The tickets may be checked for any additional, hidden or superfluous charges. If yes, the same shall not be admissible.	
7.	Fare reimbursement shall be restricted to LTC-80 fare of Air India or actual price, whichever is less.	
8.	Government servant shall submit a self-certification to his office that he has not availed of any tour package or any other facility from the travel agent except the tickets.	

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From pre-page:

3. Based on the above, Ministry of Defence needs to examine each case and thereafter re-submit the proposal seeking relaxation in specific group of cases clarifying/confirming the following keeping in view the alleged irregularities reported/observed in such cases in the past:

- (i) That the fare claimed by the Govt. servant needs to be cross-verified from the concerned airlines whether the air tickets were booked at the same fare as claimed. (Travel agents might have booked the tickets at lower fare and then offered fabricated tour package to the Government servants at LTC-80 fare which is considerably higher than ordinary fare).
- (ii) That the Govt. servant has not availed of any tour package or any other benefit from the travel agent except the tickets.
- (iii) That no additional, hidden or superfluous charges have been claimed as part of LTC claim submitted by the Government servant.
- (iv) That the fare claimed is within the ceiling of LTC-80 fare of Air India.
- (v) That if it is found that any fraudulent claims/attempts to inflate the claims have been made, appropriate disciplinary action may be taken.

4. This issues with the approval of Secretary (Personnel).


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