

No. 31011/4/2007-Estt.(A-IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment (A-IV) Desk

North Block, New Delhi-110 001  
Dated: May 18, 2015

**OFFICE MEMORANDUM**

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Clarification regarding eligibility of Home Town Concession-Frequently Asked Questions.**

The undersigned is directed to say that this Department receives a number of references from Government servants/ various Ministries/Departments seeking clarifications regarding the eligibility of Government employees in respect of Home Town LTC. The point of doubts raised and their clarifications are as under:-

S.No.	Query	Clarification
1.	Whether the Government employees whose Headquarters/ Place of posting and Home Town are same, are eligible for Home Town LTC?	No. Government employees whose headquarters/place of posting and Home Town are one and the same are not eligible for Home Town LTC.
2.	Whether the Government employees who are not eligible for Home Town LTC may avail the Special Concession scheme of conversion of Home Town LTC to travel to North East Region, Jammu & Kashmir & Andaman & Nicobar Islands as allowed by DoPT's O.M. No. 31011/3/2014-Estt.A-IV dated 26.09.2014?	No. Employees whose Home Town & Headquarters are same are not eligible for Home town LTC and hence, the question of conversion of Home Town LTC to travel to these places under special concession scheme does not arise.
3.	Whether the Government employees residing in cities/ towns outside Delhi which fall under other states of National Capital Region (NCR) are eligible for Home Town Concession?	Yes. Cities/ towns which are outside Delhi and fall in other states of NCR are not to be treated as Delhi Headquarters. Hence, the Government employees whose headquarters are Delhi and reside in cities/towns outside Delhi falling in other states of NCR, are eligible for Home Town Concession.

*Surya Narayan Jha*  
18.5.15  
(Surya Narayan Jha)

Under Secretary to the Govt. of India

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*From pre-page:*

To

The Secretaries,  
All Ministries/ Departments of the Government of India.

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 Investigations, 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 ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site  
(OMs/Orders → Establishment → LTC Rules)