

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (POLICY) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI 110002**  
**CD No:- 012683419**

No. F. 20/02/2022/939-947

Dated: 12/04/2023

ENDORSEMENT

The copies of under mentioned OMs are forwarded herewith for information and necessary action to the following: -

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. The Commissioner, Municipal Corporation of Delhi, Civic Centre, Minto Road, New Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Department).
9. Guard File.

  
(Manoj Kumar V.M.)  
Joint Secretary (Finance/Policy)

List of paper forwarded

S. No.	Name of the Ministry/ Deptt	OM No. and date	Subject
1.	Department of Expenditure, Ministry of Finance, Government of India	No. 1/1/2023- E.II(B) dated 3 <sup>rd</sup> April, 2023	Revision of rates of Dearness Allowance to Central Government employees effective from 01.01.2023
2.	Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India	F.NO. 31011/06/2023- Estt.(A-IV) dated 29 <sup>th</sup> March, 2023	Central Civil Services (Leave Travel Concession) Rules, 1988 - Fulfilment of procedural requirements

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**F.No.31011/06/2023-Estt.(A-IV)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Establishment A-IV Desk**

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North Block, New Delhi.  
Dated: 29<sup>th</sup> March, 2023

**OFFICE MEMORANDUM**

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Fulfilment of procedural requirements**

The undersigned is directed to refer to the above mentioned subject and to state that Government employees are allowed to encash 10 days earned leave at the time of availing of LTC to the extent of 60 days during the entire service. However, certain queries have been raised about whether to allow reimbursement of leave encashment or not in cases where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government servant himself decides to forgo his claim resulting in 'Nil' claim on journeys performed.

2. The matter has been considered and decided that since the leave encashment is limited upto 60 days in the entire service, the denial of encashment of leave would not be appropriate in such cases where the Government employee decides to forgo his claim of reimbursement for travel undertaken on private/hired vehicle or his claim is 'Nil', provided that :

- (i) A Government employee intimates to the Department his intention to avail of LTC in advance and gets the leave sanctioned as per the prescribed procedure before the journey is undertaken;
- (ii) The Government employee has submitted a request for leave encashment before the commencement of the journey;
- (iii) The Government employee gives a self-declaration that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey.

3. It is further clarified that in the following cases, the Government employees are not required to forgo the fare-reimbursement for LTC Journey as per prevailing instructions:

- (i) The Journey on LTC is made by taxi, auto-rickshaw etc, only between places not connected by rail and these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorized to ply as public carriers;

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(ii) Where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes the rest of the journey to a declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi, etc.), limited upto 200 KMs to and fro ;

(iii) When the Head of Department allows the use of own/hired taxi for an LTC journey on account of the disability of the Government servant or dependent family member as per the extant instructions.

4. It is also reiterated that, within the same block, when the LTC is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.

5. Hindi version will follow.

  
29/3/23

(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of 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.

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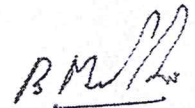
North Block, New Delhi  
Dated the 3<sup>rd</sup> April, 2023.

OFFICE MEMORANDUM

**Subject: Revision of rates of Dearness Allowance to Central Government employees effective from 01.01.2023.**

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1/3/2022-E-II (B) dated 3<sup>rd</sup> October, 2022 on the subject mentioned above and to say that the President is pleased to decide that the Dearness Allowance payable to Central Government employees shall be enhanced from the existing rate of 38% to 42% of the Basic Pay with effect from 1<sup>st</sup> January, 2023.

2. The term 'Basic Pay' in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix as per 7<sup>th</sup> CPC recommendations accepted by the Government, but does not include any other type of pay like special pay, etc.
3. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of FR 9(21).
4. The payment on account of Dearness Allowance involving fractions of 50 paise and above may be rounded to the next higher rupee and the fractions of less than 50 paise may be ignored.
5. These orders shall also apply to the civilian employees paid from the Defence Services Estimates and the expenditure will be chargeable to the relevant head of the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways respectively.
6. 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 and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.



(B. K. Manthan)

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India (as per standard distribution list)

Copy to: C&AG, UPSC, etc. as per standard endorsement list.