

PUNJAB STATE ELECTRICITY BOARD
OFFICE OF THE SECRETARY
(FINANCE SECTION)

Finance Circular
No. 5/2007

To

1. The DGP/V&S, PSEB, Patiala.
2. All Ers.-in-Chief/GMs/CEs(Incl. Hydel Chandigarh) in PSEB.
3. The Advisor Finance, PSEB, Patiala.
4. The Chief Cost Control & Reduction, PSEB, Patiala.
5. The Chief Accounts Officers, PSEB, Patiala.
6. The Chief Auditor, PSEB, Patiala.
7. The Chief/IR & W, PSEB, Patiala.

Memo No. 53110 /53160/ FP-27/LC-573/Vol.6/L-1/LTC


Dated : 23.5.2007 /

Subject: L.T.C. facility to Punjab Government employees on the pattern of Government of India.

Continuation to this office memo No. 14539/14589/FP-27/LC-573/Vol.6/L-1/LTC dated 16.1.2001 (FC No. 3/2001 dated 16.1.2001), on the subject cited above.

2. The Punjab State Electricity Board has decided to adopt the Punjab Govt. instructions issued vide memo No. 6/27/97-6PP3/2275 dated 19.2.2007 (copy enclosed) into to-to.
3. These instructions will take effect from the date of issue of this circular.

DA/As above.


DY. Secy./Finance.

Endst. No. 53161/54061 /FP-27/LC-573/Vol.6/L-1/LTC

Dated : 23.5.2007 /

Copy of the above is forwarded to the following for information and further necessary action:-

1. Principal Secy. To Govt. of Punjab (Fin. Deptt.) and Member/PSEB, Civil Sectt., Pb., Chandigarh.
2. Principal Secy., Pb.Govt./Irrigation & Power Deptt.(Energy Branch), Mini Sectt., Sector-9, Chandigarh.
3. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
4. Secretary, HPSEB, Shimla-4.
5. Secretary, HSEB, Panchkula.
6. Finance Secy., Chandigarh Admn., Chandigarh.
7. Secretary/Admn. I, Central Elec. Authority, Govt. of India, Sewa Bhawan, R.K. Puram, New Delhi.
8. Special Secy., BBMB, Sector-19, Chandigarh.
9. General Manager/Delhi Elec. Supply Undertaking, New Delhi.
10. C.E./Generation, BBMB, Chandigarh.

11. C.E./Transmission, BBMB, Chandigarh.
12. C.E./Electrical, U.T. Chandigarh.
13. F.A. & C.A.O., BBMB, Chandigarh/Nangal Township.
14. F.A. & C.A.O., GGSSTP, Ropar.
15. Accounts & Finance Manager, GNDTP, Bathinda/Lehra Mohabbat.
16. Resident Audit Officer, PSEB, Patiala.
17. All SEs/Directors(Incl. Hydrel).
18. S.E(T) to All Members, PSEB, Patiala.
19. Dy. Director/Co-ordination, PSEB, B-533, New Friends Colony, New Delhi.
20. Director/Training, TTI, PSEB, Patiala.
21. All Sr. Executive Engineers/Dy.Directors (Incl. Hydrel).
22. Land Acquisition Collector, PSEB, Patiala.
23. Dy. Secy. To Chairman/Sr. PSs to Members and Secy./Board.
24. All Joint Secys./Dy. Secys./Under Secy., PSEB.
25. Dy. CAOs/Dy. CAs/Dy. FAs, PSEB.
26. All Sr. AOs/AOs/Pre-Audit, Field & Thermal.
27. Sr. A.O./P&A, PSEB, Patiala.
28. Sr. A.O./EAD, PSEB, Patiala.
29. Supdts./Bills-I, II, III, PSEB, Patiala.
30. All Sectional Heads of the Branches of the Head Offices.
DA/As above.

Supdt./Fin.-2 1/5/02

Copy of letter No.6/27/97-6PP3/2275 dated 19.2.2007 from Govt. of Punjab, Department of Personnel (Personnel Policy -III Branch) to All Heads of Departments etc. etc.

Subject: LTC facility to Punjab Government employees on the pattern of Government of India.

Sir/Madam,

"I am directed to refer to Punjab Government letter No. 6/27/97-6PP3/12507 dated 6.10.2000 on the subject noted above and to say that the Government has decided:-

- (i) the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by private airlines also while availing LTC.
- (ii) It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by National and Private Airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the air ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officer, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

The above concession is further subject to the following conditions:-

- A) Condition laid down in Government of India, Department of Expenditure OM No. 19024/1/E.IV/2005 dated 24.03.2006 regarding air travel by Government employees within India during official visits would be applicable in the case of LTC, mutatis-mutandis as under:-

- a) The basic criteria for selecting airlines other than Indian Airlines

would be better and more competitive prices being offered by the other airlines.

b) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.

c) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.

d) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.

e) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.

f) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charges expenses on such credit card would be permissible.

g) Schemes offered by airlines, which are co-branded with the credit cards, can also be availed. However, this would need one time prior approval of the concerned Financial Advisor/Competent Authority for obtaining and utilizing such credit card.

h) Wherever, the officer seeks to utilize the service of travel agents, it should be limited to M/S Balmer Lawrie & Company and M/S Ashok Travels and Tours. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.

B) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

2. Since, as per recommendations of the Third Pay Commission, the State of Punjab has extended the facility of LTC available to employees of Government of India to State Govt. employees. Certain clarifications issued by Government of India regarding Leave Travel Concession are also brought to the notice of all Departments of Punjab Government:-

Sr.	Points raised.	Clarifications
No. 1.	LTC orders permit journeys by Rajdhani or Shatabdi Express Trains. Can the entitlement be determined on notional basis?	No. In order to be entitled to reimbursement of fares applicable on Rajdhani or Shatabdi Express, the journeys in question have to be actually performed by these trains. Incases where LTC journeys are undertaken in

trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the employee is entitled or by an alternative mode of travel (e.g. by air) to which he/she is not entitled, reimbursement of fares can not be determined on a notional basis with reference to the fares applicable by the entitled class on the Rajdhani or Shatabdi Express.

2. LTC orders provide for journey by Rajdhani or Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home Town declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani or Shatabdi Trains.

This will be permissible provided the employee concerned is entitled to travel by Rajdhani or Shatabdi Express on LTC.

3. If the Home Town of an employee is connected by train but is not directly connected by Rajdhani or Shatabdi Express Trains. In such a case can the employee be entitled to travel partly by Rajdhani or Shatabdi Express Trains and partly by another train(s).

If the journey is actually performed by Rajdhani or Shatabdi trains upto an enroute railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani or Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.

4. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is travelling only by Rajdhani or Shatabdi Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani or Shatabdi Express trains by the shortest direct route or will only the ordinary

Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani or Shatabdi Express by the shortest direct route, shall be permissible provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.

10. If journeys on LTC are performed by taxi or auto rickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible.

Journeys by Taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.

11. Can claim in respect of local journeys performed by taxi, auto rickshaw, etc. from the residence to Railway Station, Airport etc. and vice-versa be restricted to the applicable bus fare?

Incidental expenditure incurred on local journeys between the residence/place of stay and the Airport/Railway Station/Bus terminal are not reimbursable.

12. LTC instructions provide that when a journey is performed by taxi, auto rickshaw, etc. the claim shall be restricted to the entitled bus fare. However, various State Roadways Corporations operate on the same route but have different fare structure. How will the claim be regulated in such a situation?

When journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against Sr.No.9, journeys on LTC by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes, and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

3. These instructions may be brought to the notice of all the officers/officials.

4. These instructions will take effect from the date of issue.

5. These instructions are based on the approval of the Department of Finance conveyed vide its I.D. No. 21/24/06-3FP2/112 dated 24.2.2006 and I.D. No. 21/26/2004-3FP2/2470 dated 22.12.2006."

Car to - a

19
23/5/07

Yours faithfully,

Sd/-

Joint Secretary Personnel,