

15

Leave Travel Concession

[Swamy's — LTC Rules]

1. Eligibility

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

Example.— An official appointed on 31-12-2015 will be eligible for the two-year block 2016-17, but those appointed on or after 1-1-2017, will not be eligible for that block.

— Rule 2.

Railway employees (and employees whose spouses are Railway servants) are also allowed the facility of LTC in lieu of their free passes on the following conditions:—

- (a) No hometown LTC will be admissible to Railway employees. Only "All India" LTC will be granted once in four years.

(Contd. on Page 182)

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- (b) For the grant of LTC, all passes for the current year will have to be surrendered.
- (c) If the employee has already availed of a pass in any year, then LTC will not be allowed in that year.
- (d) If both spouses are Railway servants, then surrender of passes of any one of them will suffice.
- (e) For the purposes of this allowance, year means Calendar year.

— *Resoln. No. 11-1/2016-IC, dated 6-7-2017.*

2. Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

3. If an official is under suspension, the concession is admissible only to his family members.
— *Rule 7, GID (20).*

4. When both the husband and wife are Central Government servants—

- (a) they can declare separate Home towns independently;
- (b) they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
- (c) either of the parents can claim the concession for the children in a particular block;
- (d) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

'Family' means.—

- (i) the Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- (ii) married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
- (iii) parents and/or stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant or not;
- (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

EXPLANATIONS.—

1. The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) those employees who already

have more than two children prior to 20-10-1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term "Family" for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for the parents/step-parents/spouse/children to reside with the Government servant so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters of the Government servant and the Home town/place of visit, whichever is less.

4. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".

5. A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. ₹ 9,000 p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government servant. — *Rule 4 (d) Explanations and Rule 4, GID (2).*

Condition of dependency not applicable on the husband and wife.— Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.
— *Rule 4, GID (3).*

2. Salient Points

1. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.

2. Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey.

3. Circular tour tickets can be availed of in conjunction with the concession.

4. Can be availed of during any leave including study leave, casual leave and special casual leave but not admissible during child care leave.

While on study leave, the entitlement will be as under:

Family staying with Government servant

From place of study to Home town limited to admissibility from headquarters to Home town.

Family staying away from Government servant

Normal Home town entitlement.

5. Can be combined with transfer/tour.

6. Cannot be availed of during closed holidays only, without taking any leave.

7. Cannot be availed during Child Care Leave. — *Rule 7, GID (16-A).*

8. Splitting of hometown LTC is allowed in case of employees posted in North-East, Ladakh and Island Territories of Andaman, Nicobar and Lakshadweep.

— *Resoln. No. 11-1/2016-IC, dated 6-7-2017.*

Carry forward.— Concession for one block can be carried forward to the first year of the next block, i.e., the outward journey for 2016-2017 block can be performed up to 31-12-2018.

Employees including fresh recruits entitled to LTC to Home town for self alone every year cannot carry forward the concession. — *Rule 8, GID (4).*

Home town concession by some members of the family and “anywhere in India” by others in the same two-year block permissible.— Some members of family may avail the concession to Home town while others may avail the same for “anywhere in India” in the same two-year block.

In the case of fresh recruits.— Fresh recruits to Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the employees only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years will apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. Those who have not completed 8 years of service as on 1-9-2008 are also eligible for the concession.— *Rule 8, GIDs (1) and (2).*

3. Entitlements

(A) Journey by Air/Rail/Steamer : Same as on Tour/Transfer.

Travel by Premium Trains on LTC.— Travel by premium Trains is not permissible on LTC and the fare charged for journey(s) performed by such trains shall not be reimbursable. — *Rule 12, GID (31).*

[Rule 12 and GIDs below (A) General and Air Travel]

Conditions governing Air Travel.—(1) Entitled Officers and their families may travel only by Air India. The reimbursement of the expenses on air travel has to be restricted to the cost of travel by economy class irrespective of entitlement. — *Rule 12, GIDs (20) to (23).*

(2) Restriction of travel by Air India only need not apply to non-entitled officers who travel by air and claim LTC reimbursement by entitled class of rail. — *Rule 12, GID (13).*

(3) Air journey by non-entitled officers (both national and private airlines) between places connected by train is allowed. Reimbursement would be restricted to the fare of the entitled class by train (including Rajdhani/Shatabdi) subject to conditions prescribed. If full air fare has been paid in respect of children/senior citizen, full train fare is reimbursable. — *Rule 12, GIDs (3 to 15).*

(4) *LTC-80 Scheme.*— In order to remove the difficulties in determination of cheapest economic fare in air journey, it is clarified that officers and/or their families may choose to travel on LTC by any airline, provided that the fare does not exceed the fares offered by NACIL (Air India) under their LTC-80 Scheme effective from 1-12-2008. — *Rule 12, GIDs (17 to 19).*

LTC-80 ticket of Air India only to be purchased and fare paid on the date of booking of ticket has to be reimbursed. — *Rule 12, GID (18).*

(5) Air Tickets may be purchased directly from Airlines Booking Counters or Website of Airlines or through Authorized Travel Agents viz., M/s. Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC. — *Rule 12, GID (27).*

(6) In case of non-availability of authorized agents in a particular place, the option of booking directly from Airlines through their website is available. In no case, the booking of tickets through any other agency is permissible.

The web portal of the authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC, subject to provisions of OM, dated 5-9-2014. — *Rule 12, GID (30).*

(7) *Clarification regarding reimbursement of LTC-80 fare.*— Admissibility of LTC claims of Government officials in cases where the air fare paid for travel by Air India happens to be less than LTC-80 class of Air India. It is clarified that reimbursement of air fare lower than the LTC-80 air fare of Air India will also be admissible for journeys performed by Air India under LTC as the intention is to ensure that the LTC claim should not in any case, exceed LTC-80 fare of Air India. — *Rule 12, GIDs (18) and (19).*

General sanction/blanket relaxation is given to travel by airlines other than Air India for availing LTC on 63 sectors where Air India does not provide services, subject to condition that whenever Air India or its subsidiaries start operating on any sectors as given in Annexures I & II of OMs, dated 27-9-2013 and 27-2-2014, this sanctions become null and void for that particular sector(s).

— *OMs, dated 27-9-2013 and 27-2-2014.*

(8) **Special relaxation.**— For Government servant serving in Ladakh Region, his/her spouse and two dependent children (up to 18 years for boys and 24 years for girls), air travel is admissible between Leh and Srinagar/Jammu/Chandigarh during winter season. — *Rule 12, GID (7).*

(B) Journey by Road:

Entitlements will be the same as for tour/transfer. Reimbursement admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body. — *Rule 12, GID (1).*

Head of Department can allow the use of own car/hired taxi on account of physical handicap/disability of the Government servant or his/her dependent family members subject to conditions. — *Rule 12, GID (2).*

(C) Special Relaxation to Travel by Air to visit NER, J&K and A&N:

(1) For two years from 26-9-2016, all eligible Government servants can travel by air to NER, J&K and A&N by converting one block of their Home Town LTC. Fresh recruits are also eligible for this benefit against conversion of one of the three Home Town LTCs in a block of four years.

(2) Government servants entitled to travel by Air can avail this LTC from their Headquarters in Economy class.

(3) Non-entitled Officers to travel by Air in Economy class in the following sectors:—

- (a) Between Kolkata/Guwahati and any place in NER
- (b) Between Kolkata/Chennai, Bhubaneshwar and Port Blair.
- (c) Between Delhi/Amritsar and any place in J&K.

(4) Journey by non-entitled employees from their headquarters up to Kolkata/Guwahati/Chennai/Bhubaneshwar/Delhi/Amritsar will be undertaken as per their normal entitlement.

(5) Air Travel should be restricted to Air India Economy class only at LTC 80 fare or less.

(6) Air travel by non-entitled officers on the sectors mentioned in Para. (3) may be permitted while availing LTC to any place in India (4 years Block).

(7) Air tickets may be purchased directly from Airline booking counters or website of Airlines or through authorized agents. Booking of tickets through other agencies not permissible.

— Rule 12, GID (11) under (C) Special Relaxation to visit J&K.

- (8) (i) Officers entitled to travel by air may also travel by private airlines from their HQs to any place in J&K.
- (ii) Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi/Amritsar and any place in J&K.
- (iii) Fare should be limited to LTC-80 fare.
- (iv) Above scheme extended up to 25-9-2018.

— Rule 12, GIDs (7), (8) and (10) under (C) Special Relaxation to visit J&K.

(9) That the facility of conversion of Home Town LTC to allow travel to different parts of the country under special dispensation scheme will also apply to unmarried Central Government servants who are eligible for the benefit of LTC to visit Home Town every year by converting one occasion of Home Town LTC out of four Home Town LTCs.

— Rule 8, GID (5).

4. Reimbursement

(a) **Reimbursement.**—Fares for journeys between duty station and home town, both ways, will be reimbursed by Government in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways, restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc., are not reimbursable.

By longer route in same/different modes of conveyance.—When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each/actual mode of journey/distance covered with reference to the distance by the shortest route.

— Rule 13, GID (1).

Charges incurred for booking of rail tickets through Internet/e-ticketing through the website of Indian Railways are reimbursable.

— Rule 13, GID (7).

Service Tax, Education Cess and other similar levies charged on travel by Air/Road/Rail/Steamer are also reimbursable.

— Rule 13, GID (9).

(b) **Fulfilment of Procedural requirements.**—A copy of guidelines should be provided to the official at the time of availing LTC by the Sanctioning Authority.

(c) Actual rail fare as per the choice of rail tickets purchased by the Government servant for children aged between 5 years and under 12 years is reimbursable for LTC.

— Rule 13, GID (12).

(d) **Catering charges in respect of rail journey.**—If the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani/Shatabdi/Duronto trains, the fare charged shall be reimbursable in full as per entitlement/eligibility.

— Rule 13, GID (13).

(e) **Cases where journey on LTC involves travel by private transport/own arrangement.**—

- (a) When a Government servant travels up to nearest airport/railway station/bus terminal by authorized mode of transport and undertakes rest of the journey by private transport/own arrangement, the Government servant may be required to submit a declaration that they have travelled up to the declared place of visit.
- (b) If a public transport is available in a particular area, the claim of LTC reimbursement is admissible only by otherwise entitled mode of public transport from the nearest airport/railway station/bus terminal to the declared place of visit by shortest direct route.
- (c) In case no public transport is available, in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement on transfer for a maximum limit of 100 kms. covered by the private/personal transport based on self-certification. Beyond this, the expenditure shall be borne by the Government servant.
- (d) Furnishing of false information will attract disciplinary action under the CCS (CCA) Rules.

— Rule 13, GID (11).

(f) **Admissibility of flexi-fare in Shatabdi/Rajdhani/Duronto trains with effect from 9-9-2016.**— Flexi-fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains is admissible for journeys performed on these trains on LTC. This dynamic fare component is not admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains. Reimbursement will be made after deducting the dynamic fare component. — *OM, dated 17-4-2017.*

5. Advance

1. Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

The time-limit for drawal of LTC advance is 125 days (i.e. 4 months and 5 days) in case of journey by train.

Cases where LTC journey is proposed to be undertaken by other modes viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only. — *Rule 15, GID (1).*

2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawal of the advance.

3. Advance can be drawn separately for self and family.

Claim.— 1. When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

3. **Relaxation.**— Ministry/Department with the concurrence of Financial Advisor can relax the time-limit subject to conditions.

— *Rule 14 and GID thereon.*

6. LTC to Home Town

Admissible to all employees irrespective of the distance involved.

Home town once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.

Admissible once in a block of two calendar years. The blocks are 2016-17, 2017-18 and so on.

An employee (including unmarried) having his family at his Home town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

Government employees whose headquarters and Home Town are same are not eligible for Home Town LTC. — *Rule 7, GID (22).*

7. LTC to any place in India

(a) **Scope.**— 1. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years. The current block is 2014-17. The last date for commencement of the outward journey is 31-12-2018 (including the grace period of one year).

2. Available for travel to any place in India—mainland or overseas—including employee's Home town.

3. Officials availing LTC to Home town for self alone once every year, are not entitled to LTC to anywhere in India. — *Rule 8 (c).*

(b) **Spouse/dependent children/parents/stepparents residing away from the Government servant's headquarters.**— Claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.

(c) **Different places.**— Members of family can visit either the same place as that visited by the Government servant or different places.

(d) **Different batches.**— Members of family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.

(e) **Different calendar years.**— Members of family can travel either in the same calendar year or in different years in respect of the same block.

(f) **Intended place of visit to be declared.**— The intended place of visit should be declared by the official to the Controlling Authority in advance.

(g) **Change in the declared place of visit.**— Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Heads of Departments/Administrative Ministry.

(h) **Carry forward.**— Concession not availed in a block of four years can be carried forward to the first year of the next four-year block. In respect of officials entitled to Home town LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Home town for that year.

Example.— Suppose an official is entitled to two concessions during the two blocks of 2016-17 and 2018-19.

1. In respect of 2016-17, he can avail the concession to Home town before the grace period, i.e., by 31-12-2018. Then he is entitled to

carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2020.

2. In the above case, suppose the official avails of LTC to Home town after 31-12-2018, this will be debited against the block 2018-19 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2016-17 by not availing it before the grace period.

8. LTC for Escort

Escort to single handicapped employee.— LTC is admissible to an escort accompanying a handicapped Government servant proceeding on LTC journey provided that—

- (a) The nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the Head of Department is obtained on each occasion.
- (e) Concessions, if any, allowed by the Railways/Bus services should be availed. — *Rule 7, GID (19).*

9. Misuse of LTC

Misuse of LTC.—1. Disciplinary action will be taken and during its pendency—

- (a) the disputed claim will be withheld; and
- (b) further LTC facility will not be allowed.

2. When disciplinary proceedings are over—

- (a) If found not guilty—
 - (i) the withheld claim will be admitted; and
 - (ii) any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- (b) If found guilty—
 - (i) the withheld claim will be disallowed;
 - (ii) next two sets—one to Home town and one to any place in India — will be forfeited; and
 - (iii) in case of grave misuse, the Competent Authority may disallow even more than two sets;

in addition to any penalty under disciplinary rules. — *Rule 16.*

10. Encashment of EL during LTC

[Swamy's — FR & SR — Part-III]

1. Encashment of earned leave while availing LTC.— Will be admissible subject to the following conditions.—

1. Limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
2. Will **not** be deducted while computing the maximum admissible for encashment at the time of quitting service.
3. The balance at credit should be not less than 30 days after deducting the total of leave, if any availed *plus* leave for which encashment was availed. — *Rule 38-A.*
4. Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
5. Government servants may encash earned leave up to 10 days at the time of availing both types of LTCs i.e., 'Home town' and 'anywhere in India'. — *Rule 38-A, GID (2-B).*
6. Within the same block, when one type of LTC, i.e., 'Home town' or 'anywhere in India' is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only. — *LTC Rule 15, GID (8-A).*

2. The Government servants who are availing LTC facilities provided to their spouses employed in PSUs/Corporation/Autonomous Bodies, etc., and who are availing privilege passes/concessional tickets provided to their spouses employed in Indian Railways/National Airlines are also entitled to leave encashment subject to conditions. — *Rule 15, GID (10) of Swamy's Compilation of LTC Rules.*

3. A re-employed pensioner, if he is entitled to LTC, can avail encashment of leave up to the limit of 60 days including the number of days already availed for encashment for LTC while in service.

— *Rule 15, GID (11) of Swamy's Compilation of LTC Rules.*

4. If the Government servant fails to avail the LTC within prescribed time, he should refund the entire amount of leave encashment along with the interest at the rate of two per cent above the rate of interest allowed on Provident Fund balances and he is also entitled for credit back of leave so debited for encashment. — *Rule 38-A (5).*

11. Special Concession for those posted in N-E. Region, etc.

LTC to those posted in N-E. Region, A & N Islands and Lakshadweep Islands and concession to travel by air.— See Section 5.