



LEAVE TRAVEL CONCESSION (LTC)

I. Eligibility:

1. All permanent employees of the NIT, Trichy with one year of continuous service are eligible to avail
2. LTC
3. NIT staffs whose spouses are working in Indian Railways/National Airlines are not eligible for LTC
4. Period of unauthorized absence will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority. (Board on the recommendation of the Director)
5. If a staff is under suspension, the concession is admissible only to his family members
6. 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.

II. 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.

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

Family staying with staff

From place of study to Home town limited to admissibility from head quarters to Home town.

Family staying away from staff

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. Carry forward – Concession for one block can be carried forward to the first year of the next block i.e. the outward journey for 2006-07 block can be performed up to 31-12-2008S. Employees entitled to LTC to Home town for self alone every year cannot carry forward the concession.



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8. Home town concession by some members of the family and "anywhere in India" by others in the same two year block permissible. Some member 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.

III. LTC to Home Town

1. Admissible to all staff of the Institute irrespective of the distance involved.
2. 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.
3. Admissible once in a block of two calendar years. The blocks are 2008-09 and so on
4. An staff (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

IV. LTC to any place in India

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 2006-09. The last date for commencement of the outward journey is 31.12.2010 (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

V. Misuse of LTC

1. For misuse of the provisions of LTC, Disciplinary action will be taken and during the pendency of such disciplinary action,
 - 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 of LTC
3. In addition to the above, any penalty under disciplinary rules is also to be imposed.



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VI. Encashment of EL during LTC

Encashment of earned leave while availing LTC is admissible subject to the following conditions:

1. A maximum of 10 days of earned leave can be encashed on one occasion and a maximum of 60 days in the entire career, while availing LTC.
2. The encashment availed at the time of availing LTC will be taken into account while computing the maximum no. of days admissible for encashment at the time of quitting service.
3. EL equal to number of days for which encashment is claimed should be availed for proceedings on LTC.
4. The balance of EL at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

VII. Entitlements:

(A) Journey by Air:

Air travel is permitted to those staff members of the Institute who are drawing Basic Pay of Rs. 18,400/- and above by National Carriers & Private Carriers.

(B) Journey by Rail:

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Executive class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2 Tier	AC 2 Tier
Rs. 4,100 to Rs. 7,999	AC Chair Car	AC 3 Tier	* First Class/AC 3 Tier/AC Chair Car
Below Rs. 4,100	Not Entitled	Not Entitled	Sleeper Class

- All staff who are entitled to travel on LTC by First Class/AC 3-tier/AC Chair Car may, travel by AC 2 tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

(C) Journey by sea or by River Steamer:

Pay Range Officers drawing Pay	A & N Islands and Lakshadweep Islands (shipping Corpn. Of India)	Others
Rs. 8000 and above	Deluxe class	Highest Class
Rs. 6,500 to Rs.7,999	First/"A" Cabin Class	If there be two classes only on the steamer, the lower class
Rs.4,100 to Rs.6,499	Second/"B" Cabin Class	If there be three classes, the middle or second class. If there be four classes, the third class
Below Rs.4,100	Bunk Class	The lowest class



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(D) Journey by Road:

Pay Range	Entitlement
Rs.8,000 and above	Actual fare by any type of public bus, including air-conditioned bus:
Rs.4,100 and above but less than Rs.7,999	Same as at above with exception that journeys by air-conditioned bus till not be permissible
Below Rs.4,100	Bus fare by ordinary bus

Note: Travel by Private Airlines and Private Taxi/Auto or Private Bus is not permissible under LTC rules..

VIII. 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 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.

IX. Advance:

1. Upto 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.
2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authorities within ten days of drawal of the advance.
3. Advance can be drawn separately for self and family.

X. 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 lump sum 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 drawl 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.



XI. Miscellaneous:

1. Family means:

- i. the staff's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the staff, irrespective of whether they are residing with the staff or not;
- ii. married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Staff and wholly dependent on the staff;
- iii. Parents and/or stepmother residing with and wholly dependent on the staff;
- iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Staff provided their parents are either not alive or are themselves wholly dependent on the staff.
- v. The restriction of the concession to only two surviving children or stepchildren shall not be applicable where the number of children exceeds two as a result of second child birth resulting in multiple births.
- vi. Only one wife is included in the term "Family" for LTC Rules. However, if a staff 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"
- vii. It is not necessary for the spouse and children to reside with the staff so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the headquarters of the Government servant and the Home Town/place of visit, whichever is less.
- viii. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".
- ix. A member of the family whose income from all sources, including stipend or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs.1,500 p.m. is deemed to be wholly dependent on the staff.
- x. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

2. Spouse/dependent children 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.

3. Different Places – Members of family can visit either the same place as that visited by the Staff or different places

4. 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.

5. Different Calendar years – Members of family can travel either in the same calendar year or in different years in respect of the same block.

6. Intended place of visit to be declared – The intended place of visit should be declared by the official to the controlling Authority in advance.

7. 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 official, the Head of Departments/Administrative Ministry can admit change of destination.



8. **Carry Forward** – Concession not availed in a block of four years can be carried forward 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.³

Example:- Suppose an official is entitled to two concessions during the two blocks of 2006-07 and 2008-09.

- i) In respect of 2006-07, he can avail the concession to Home town before the grace period, i.e., by 31.12.2008 he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2010.
- ii) In the above case, suppose the official avails of LTC to Home town after 31.12.2008. This will be debited against the block 2006-07 and hence he will not be entitled to “anywhere in India LTC”. In this case, he will lose his entitlement for 2006-07 by not availing it before the grace period.

9. **Restrictions in respect of Road Journeys**

- i. Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by the other Government or local bodies, i.e., the receipt for the journey should be from the Government Body concerned for eligibility of LTC
- ii. Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Government concerned.
- iii. Tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will be admissible, provided the ITDC/State Tourism Development Corporation certify that the journey has actually been performed by the Staff and his family members.
- iv. No reimbursement permissible for journeys undertaken (a) in a private car (owned, hired or borrowed), chartered Railway coach, or chartered bus, van or other vehicle owned/chartered by private operators; (b) in vehicles even if owned by Government Bodies but chartered/run by private operators.
- v. Journeys by taxi, Auto rickshaw, etc. are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.
- vi. Between places not connected by rail, if more than one State Roadways Corporation operates on the route, the lowest fare applicable on the route is reimbursable.