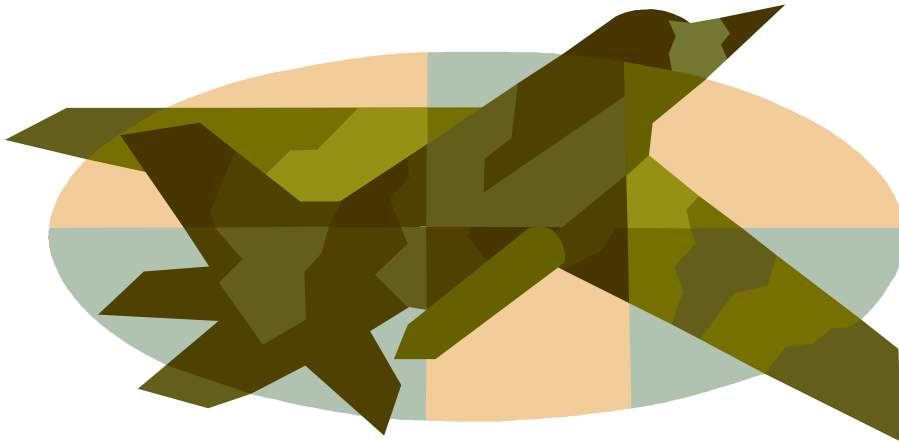
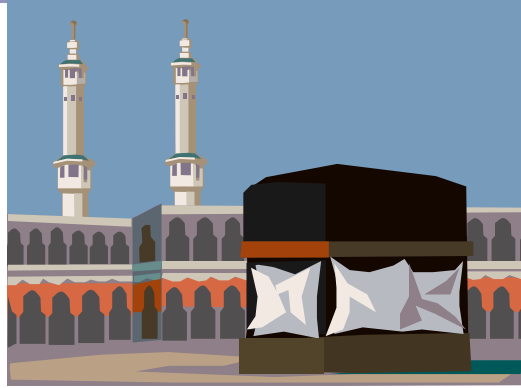


# ***LEAVE TRAVEL CONCESSION***



# L.T.C

## Leave Travel Concession

### Meaning

“Leave Travel Concession” is a concession to a Government Servant who takes leave and travel outside his headquarter, in the form of reimbursement of actual fare of the entitled class.

# Object:

- This concession was granted to the their employees by the **joint Punjab vide letter No. 2892-GI-57/6828, dated 26/28-5-1957** on the same lines as available to the Central Government employees. Initially the concession was available to such of employees whose home towns are quite far off their place of posting, i.e. at a distance of more than 400Kms. (160 Kilometer in case of Class IV )
- The concession was purported to have been given to enable the employees to visit their home towns **at least Once in two years.**

# Scope of the new Scheme

- Due to their limited resources it was later on felt by the Government that employees cannot afford to take their families for recreation.
- Considered an essential incentive to recapitulate their energy spent due to continued and uninterrupted performance of official duties which brings drudgery.
- The pay packet given to an employee is just enough to make both ends meet with no surplus to travel to any place of interest.
- To break the monotony and relief from the yoke of the job.
- The persistent demand of employees to enlarge the scope of the scheme for periodic traveling to any place in India by the employee and his family, as available to Central Government Employees.
- (The Punjab Government followed the suit and the scheme was approved vide letter No. 6/10/88/6GE/3299, dated 9/3/1989.)

# Introduction of new L.T.C. Scheme.

With effect from 9/3/1989, the facility of "Leave Travel Concession" is extended to Punjab Government employees and members of their families for visiting any place in India also, as available to the employees of Central Government, in addition to earlier instructions under which facility was available for home towns only, by removing also the restrictions of distance.

# Option

- Option can be exercised to any one type of the scheme:

This is subject to the condition that in the case of Government employee to whom L.T.C. to home town is also admissible, the L.T.C. to any place in India availed of by him shall be in lieu of and adjusted against the L.T.C to home town available to him at the time of commencement of the journey.

# Provisions of new scheme

- LTC for journey to any place in India in every block of 4 calendar years commencing from 1990- the first block being 1990-93.
- If the concession for visiting any place in India is not utilized during a certain block of 4 years , it can be carried forward to the first year of the subsequent block of four years, with the permission of the Head of the Department.
- If the Government employee commences journey in a particular block of four years or during the grace period permissible for that block but completes journey in next block his LTC will be counted in the block in which the journey has actually commenced.

(Punjab Govt. letter No. 6/20/95-6PP3/25855, dated 8-12-95)

## L.T.C Admissible subject to the following conditions:

- i) Reimbursement of actual fare will be allowed for entire distance covered both ways without any restriction;
- ii) Reimbursement of expenditure will be made only if the journeys are performed by rail or by regular bus service of State Transport Deptt., State Transport Undertakings, State Tourism Department or corporations either of the Punjab State or any other state. Traveling by Private Air Lines is not allowed.
- iii) This concession will be admissible for journeys performed by state Government employees during regular leave, or casual leave, as the case may be irrespective of the duration of leave.



## Family for this purpose will include:

- a) Government servant's wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Government Servant, irrespective of the fact whether they are residing with the Government employee or not.
- b) Married daughter who have been divorced, abandoned or separated from their husbands and are residing with the Government Servant and are wholly dependent on the Government Servants.
- c) Parents and/or stepmother residing with and wholly dependent upon the Government employee.
- d) Unmarried minor brother as well as unmarried, divorced, abandoned, separated, widowed sister residing with Government Employee and wholly dependent on the Government employee, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

# Clarification: (Family)

- The restriction of two surviving children shall not be applicable :
  - 1) in respect of those employees who have already more than two children prior to 20.10.1997.
  - 2) Children born within one year of coming into force of this restriction;
  - 3) Where the number of children exceeds two as a result of second multiple births.
- **Not more than one wife is included** in the terms of family. Where second wife is with the permission of Government, the second wife shall be included.
- Though it is **not necessary for the spouse or children to reside with the Government employee**, so as to be eligible for LTC
- **Children of divorced**, abandoned, separated, widowed **sister** are **not included** in the term "Family"
- **Husband and Wife are one unit** for the purpose of LTC and thus condition of dependency is not applied on the husband or wife as the case may be.

- v) LTC beneficiaries will claim the fare only for the shortest route between the places of embarking for journey and destination.
- vi) Prior permission of Head of Department or Administrative Department, as the case may be should be obtained before undertaking journey, employee should seek permission in form Annexure 'A'
- vii) After completion of journeys while submitting his claim, an employee will furnish a certificate and affidavit in the form respectively at Annexure B and C.
- viii) Instructions issued by Government of India for grant of Leave Travel Concession for visiting any place in India, will apply mutatis mutandis to all the State Government employees, subject of above conditions.
- ix) All the Departments/Controlling authorities should maintain regular account of the expenditure incurred on the grant of benefit of LTC . This information should be sent to the Finance Department by the 30<sup>th</sup> of April every year in regard to preceding year.

# Extension of facility to pensioners.,

- Punjab Government w.e.f. 1<sup>st</sup> January, 1989 granted Travel Concession equal to One Month's basic pension after the completion of every block of two years to all the Pensioners vide letter No. 1/15/89-IFP-III/8078, dated 31.8.1989,
- For this purpose calendar year will start from January of the year succeeding full two years after retirement. The travel concession shall be payable in the month of January, only.
- Thus the pensioner, who completed their first block of two years on 31<sup>st</sup> Dec., 1988 are entitled to payment on account of travel concession in January 1989. and thereafter, after completion of every two years.
- The Pensioner, who completed/will complete a period of two years after 1<sup>st</sup> Jan 1989 shall be entitled to payment in January, 1990, and thereafter completion of every block of two years.

## Short title, Commencement and application:

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- These rules may be called the Central Civil Service ( Leave Travel Concession) rules, 1988.
- They shall come into force on the date of publication i.e. 3.5.1988.  
( Notification No. 31011/10/85-Estt.(A), dated 3.5.1988.)

## Rules shall apply to :

- All persons:

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  - i) Who are appointed to civil services and posts including civilian Government Servants in the Defence Service in connection with the affairs of the Union.
  - ii) Who are employed under State Government and who are on deputation with the Central Government.
  - iii) Who are appointed on contract basis.
  - iv) Who are reemployed after their retirement.

## Rules shall not apply:

- Government servant not in whole time employment.
- Persons on casual or daily rated employment.
- Persons paid from contingencies;
- Railway servants and National airlines.
- Members of Armed Forces
- Local recruits in Indian Missions abroad
- Persons eligible to any other form of travel concession available during leave or otherwise.

## Clarifications:

- The leave travel concession shall be admissible on completion of one year continuous service under Central/State Government, provided that it is certified by the appropriate administrative authority that employee concerned is likely to continue to service for a period of two year (for home town) and four years for Leave Travel Concession.
- In case of officers appointed on contract basis, where the initial contract is for one year but is later extended the total duration of the contract will be taken into account for the purpose of Leave Travel Concession.
- In the case of person re-employed after retirement without any break, the period of re-employed service will be treated as continuous with previous service.



# Scope

The leave travel concession will cover the Government Employee himself and his family

# Change of Home Town

- The home town once declared and accepted by the Controlling Officer shall be treated as final. In exceptional circumstances, the Head of the Department or if the Government Servant himself is Head of Department, the Administrative Ministry, may authorise a change in such declaration. Such change shall not be made more than once during the entire service of a Government Servant.

# Declaration of Place of visit:

- The Government servant & members of his family, **has to declare the place of visit in advance** to his controlling officer.
- Declared place **may change before the commencement** of journey, with the approval of controlling officer.
- In **exceptional circumstances** it may be changed after the commencement of journey, where the **circumstances are beyond the control of Government Employee, to get it changed before the commencement of journey.** This change may be made by Administrative Ministry, or Head of Department, as the case may be.

# Counting of LTC against a particular block

- Government servant and members of his family availing of LTC may travel in different groups at different times during a block of two or four years, as the case may be.
- The concession availed will be counted against the block of two/four years, within which the journey commenced even if the return journey was performed after the expiry of the block of two years or four years.

# Carry over of LTC

- A Government Servant who is unable to avail the LTC within a block of two or four years, may avail of the same within the first year of next block of two or four years.

# Different Places May be visited

- A **Government Servant and each member of his family** may visit different places or their choice during a block year of four years. It shall not be necessary for members of family of a Government employee to visit same place as that visited by Government Servant himself at any time earlier during the same block.

# ***LTC ENTITLEMENTS***

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- ***PLEASE READ OUR ARTICLE  
“NEW LTC RULES 2010”  
FOR NEW LTC ENTITLEMENT AS PER  
**5<sup>TH</sup> PAY COMMISSION**  
RECOMMENDATIONS NOTIFIED BY  
PB. GOVT.***

Punjab Government vide No. 6/27/97-6PP3/2275,  
dated 19.2.2007

- i) The officer entitled to travel by may be permitted to travel by private airlines.
- ii) Non entitled officers can also travel by both private and Indian Airlines, between the stations connected by rail, and the fair would be restricted to entitled class by rail, other than Shatabdi/Rajdhani Express.
- iii) They are to produce air tickets/boarding passes and receipts from concerned airlines that the fair has been paid, if the ticket does not indicate the airfare,



# The above claim is further subject to the conditions:

1. Best criteria to select airlines, other than Indian Airlines, is that airline which give more competitive rates.
2. Various concessions, schemes and concessional fares etc. are fully utilized.
3. Officer should try to make their booking advance to the extent possible, so that benefit of discounting fares can be obtained.
4. Under no circumstances should the fare exceed the normal fare of the entitled class.
5. Where the service of agents are obtained it should be limited to M/s Balmer Lawrie and Company, & Ashok Travels and Tours.

- Where a Public Transport system as aforesaid does not exist the assistance will be regulated as in case of journey on transfer.
  - Reimbursement shall not be admissible by a private car. (owned, borrowed or hired)
  - The Government employee may travel by air between the places not connected by rail, where alternative means of travel is either not available or is more expensive, (reimbursement of fare will be restricted to entitled class)
  - In regard to places in territory of India connected by shipping service, the entitlement of Government servant to travel by ship will be regulated as in case of journey by ship on transfer.
- Pay for this purpose means basic pay only.

# Reimbursement

- The reimbursement shall not cover incidental expenditure and expenditure on local journey.
- Reimbursement for expenses of journey shall be allowed on the basis of point to point journey on a through ticket over the shortest direct route.

# Forfeiture of Claim

- A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of journey if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

# Grant of Advance & adjustment thereof

- Advance may be granted to government employee upto 90% of the estimated amount which Government would have to reimburse in respect of the cost of journey both ways
  - If the family travels separately advance may be drawn separately, to the extent admissible.
  - Advance may be drawn both for forward and return journey at the time of commencement of journey.
  - If the limit of three month or 90 days is exceeded after the advance has been drawn for both the journeys, one half of the advance should be refunded forthwith.
  - Advance should be refunded in full if the outward journey is not commenced within 30 days
  - Where reservation is made 60 days before the proposed journey and advance has been granted accordingly, the government servant should produce the tickets within 10 days of advance, irrespective the date of commencement of journey.
  - Where advance has been drawn, the claim for reimbursement is to be submitted within 30 days, otherwise refund in lump sum is to be made and the claim of the Government employee will be settled as if no advance has been granted.

# Claim when admissible

- During leave, may be casual leave or regular leave.
- During vacations
- During Maternity leave.
- During Study leave.
- During training.
- While on deputation.
- While on foreign service.

# Claim is not admissible

- If resignation is submitted during such leave.
- Week end holidays.
- Refused leave
- Terminal leave
- During suspension