

LEAVE TRAVEL CONCESSION



CGS Publications

A Web Publication for Govt. Employees

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1.1 Introduction:

The Government of India has introduced the facility of Leave Travel Concessions in 1956 which was regulated by the orders issued from time to time. In 1988, all these orders are brought out in the form of Central Civil Services (Leave Travel Concession) Rules, 1988 which was notified vide DOPT O.M. No. 31011/10/85-Estt.(A), dated 3 May 1988.

1.2 Applicability:

1.2.1 These rules shall apply to all persons -

- (i) who are appointed to civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union;
- (ii) who are employed under a State Government and who are on deputation with the Central Government;
- (iii) who are appointed on contract basis; and
- (iv) who are re-employed after their retirement.

1.2.2 These rules shall not apply to -

- (i) Government servants not in whole-time employment;
- (ii) persons in casual and daily-rated employment;
- (iii) persons paid from contingencies;
- (iv) Railway servants;
- (v) members of the Armed Forces;
- (vi) local recruits in Indian Missions abroad; and
- (vii) persons eligible to any other form of travel concession available during leave or otherwise.

1.3 Admissibility:

- (1) Any employee with one year of continuous service on the date of journey performed by him/his family is eligible for Leave Travel Concession.

Note: Period of unauthorized absence, declared under FR-17A, will be treated as break in service for calculating the continuous period of service unless the same is condoned by the competent authority.

- (2) In the case of persons belonging to categories mentioned in Clauses (ii), (iii) and (iv) of (1.2.1), the Leave Travel Concession shall be admissible on completion of one year's continuous service under the Central Government and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve under the Central Government for a period of at least two years in the case of Leave Travel Concession to home town and at least four years in the case of Leave Travel Concession to any place in India to be reckoned from the date of his joining the post under the Central Government.
- (3) In the 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.

- (4) In the case of persons re-employed, immediately after retirement without any break, the period of re-employed service will be treated as continuous with the previous service for the purpose of Leave Travel Concession and the concession allowed for the re-employed period, provided that the Leave Travel Concession would have been admissible to the re-employed officer had he not retired but had continued as serving officer.

Illustration. – If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

1.4 Scope:

The Leave Travel Concession will cover the Government servant himself and his family.

Family means:-

- i) the 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 whether they are residing with the Government servant or not;
- ii) married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;
- iii) parents and/or stepmother and stepfather wholly dependent on the Government servant irrespective of whether they are residing with 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 the coming into force of this restriction, i.e., 20.10.1997; (ii) children born within one year of the coming into force of this restrict; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.*
2. *Not more than one wife is included in the term "Family" for the purpose of these 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. *Though it is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the Leave Travel Concession, the concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters/ place of posting of the Government servant and the home town/ place of visit, whichever is less.*
4. *Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".*
5. *A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend, etc. does not exceed Rs.3,500*/- p.m. is deemed to be wholly dependent on the Government servant.*

[*As per 7 CPC it may be Rs. 9,000/-]

1.5 Type of Leave Travel Concession:

1.5.1 Home Town LTC:

The Leave Travel Concession to home town shall be admissible irrespective of the distance between the headquarters of the Government servant and his home town, once in a block of two calendar years, such as 1986-87, 1988-89 and so on. Current two year block is 2016-2017.

1.5.2 Any Place in India:

The Leave Travel Concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years, such as 1986-89, 1990-93 and so on. Current four year block is 2014-2017.

1.5.3 A Government servant whose family lives away from him at his home town may, in lieu of all concessions under this scheme, including the Leave Travel Concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of Leave Travel Concession for self only to visit the home town every year.

The above LTC may be availed as follows-

| Year | Two Year Block | Four Year Block | Option-1 | Option-2 | Option-3 |
|------|----------------|-----------------|--------------------|------------------------------|-----------|
| 2010 | Block-1 | (2010-13) | Home Town | Any Place In India/Home Town | Home Town |
| 2011 | (2010-11) | | Home Town | | |
| 2012 | Block-2 | (2012-13) | Any Place In India | Home Town | Home Town |
| 2013 | (2012-13) | | | | Home Town |

1.5.4 LTC for Fresh Recruits:

- (1) The 6th CPC had recommended that "Fresh Recruits" to the Central Government may be 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 was accepted by the Government and orders were issued vide DoPT O.M. No. 31011/4/2008-Estt.(A), dated 23rd September 2008.
- (2) This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.
- (3) The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

- (4) A fresh recruit who has joined Government service before 01.09.2008 (i.e. before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/her service.
- (5) The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.
- (6) A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only
[DOPT OM No. 31011/7/2013-Estt.(A-IV), dated 26 September 2014]

1.6 Grace Period:

- (i) LTC of either type not availed till the end of the particular two year block period, it can be availed during the succeeding year. For Example: Any Hometown or Any place in India LTC against the block period 2014-15 can be availed during the grace period of one year i.e. 2016, in such case journey can be started even on 31December 2016 and returned journey being performed in 2017.
- (ii) Two LTC in a calendar year is permissible. If the Hometown LTC of the period 2014-15 is availed in grace period in 2016, in the same year, Any Place in India LTC or Home Town LTC of the two year block of 2016-17 can be availed.
- (iii) There is no compulsion to avail LTC due for the earlier block should be availed first before availing the LTC of current block. Therefore in the above example, first we can avail LTC of block period 2016-17 and then LTC of block period 2014-15 at any time before the end of December 2016.
- (iv) No grace period is provided in case of entitlement of LTC as fresh recruits. Hence Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

1.7 Home Town/Any Place In India:

Home town- means the town, village or any other place declared as such by the Government servant in the prescribed form and accepted by the controlling officer. The necessary details may be entered in the service book. No detailed verification is necessary before accepting declaration initially.

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 the Head of the Department, the Administrative Ministry, may authorize a change in such declaration provided that, such a change shall not be made more than once during the service of a Government servant.

The criteria mentioned below may, therefore, be applied one after the other to determine whether the Govt. servant's declaration may be accepted-

- (i) Whether the place declared by Government servant is the one which requires his physical presence at interval and the Government servant visiting that place frequently.
- (ii) Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.
- (iii) Whether his near relations are resident in that place.
- (iv) Whether prior to his entry into Government service, the Government servant had been living there for some years.

Note- The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Where the Government servant or the family of which he is a member owns a residential or landed property in more than one place, it is left to the Government servant to make a choice giving reasons for the same, provided that the decision of the Controlling Officer whether or not to accept such place as the hometown of the Government servant shall be final.

Any Place in India- The expression "any place in India" will cover any place within the territory of India whether it is on the mainland, or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.

1.8 Declaration of place of visit under Leave Travel Concession to any place in India:

- (i) Visit to the declared Home town or declared place in Any Place in India LTC is essential without this LTC claim will not be considered.
- (ii) When the concession to visit any place in India is proposed to be availed of by a Government servant or any member of the family of such Government servant, the intended place of visit shall be declared by the Government servant in advance to his controlling officer.

The declared place of visit may be changed before the commencement of the journey with the approval of his controlling officer, but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the Government servant. This relaxation may be made by the Administrative Ministry/ Department or by the Head of the Department, as the case may be.

Note- Sanction of the Head of the Department would be required only if such change in the declared place of visit could not be intimated before the commencement of the outward journey.

1.9 Counting of Leave Travel Concession against particular blocks:

A Government servant and members of his family availing of Leave Travel Concession may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years. This will apply to availing of Leave Travel Concession carried forward in terms of Rule 10.

1.10 Place to be visited by Government servant and members of his family under Leave Travel Concession to any place in India:

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

1.11 Prior Intimation Necessary:

Before availing Leave Travel Concession for himself or any family member/s, prior intimation to the controlling Officer is necessary.

1.12 Commencement of the journey:

In every case, the journey should be to the hometown/ place of visit and back but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case or in the case of the family but the concession will be limited to the journey between the headquarters and hometown/place of visit.

1.13 Admissibility under various Circumstances:

(1) During Leave/Vacation:

The Leave Travel Concession is admissible during any period of leave, including casual leave and special casual leave. But is not admissible if the journey is performed during holidays only hence at least one day leave is required to avail LTC. Journey during vacation is allowed. LTC during 'Leave Preparatory for Retirement (LPR)' is permitted subject to journey is completed before retirement. LTC during Child Care Leave is not permitted.

(2) **Suspension:** A Govt. servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

(3) **Resignation:** Leave Travel Concession to a person resigning from service without

returning from leave is not admissible.

(4) LTC to hometown outside India

A Government servant who declares, subject to the satisfaction of the Controlling Officer, that his hometown is outside India, will also be entitled to the Leave Travel Concession for visiting his hometown. Government's assistance in such a case will be limited to the share of the fares for journey (i) up to and from the railway station (by the shortest route) nearest to the hometown or (ii) the railway station for the nearest port of embarkation/disembarkation in India. The term "nearest port" for this purpose means the port in India nearest to the hometown of the Government servant.

(5) LTC for one way only

Leave Travel Concession will be admissible to the members of Government servant's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations:-

(I) Entitled to reimbursement in respect of outward journey only:

- (i) A dependent son/daughter getting employment or getting married after going to hometown or remaining there for prosecution of studies.
- (ii) The family having performed the journey to hometown have no intention of completing the return journey from hometown, provided the Government servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

(II) Entitled to reimbursement in respect of the return journey only:

- (i) A newly married wife coming from hometown to headquarters station or a wife who has been living long at hometown and did not avail herself of the Leave Travel Concession in respect of the outward journey.
- (ii) A dependent son/daughter returning with parents or coming along from hometown where he/she has been prosecuting studies or living with grandparents, etc.
- (iii) A child who was previously below five/twelve years of age but has completed five/twelve years of age only at the time of the return journey.
- (iv) A child legally adopted by a Govt. servant while staying in the hometown.

(6) Admissibility of claims where the Government Servant residing away from the Headquarters.

Situations do arise when the Govt. servant is forced to reside with his family at a place away from his headquarters for his own reasons generally under the following circumstances:-

- (i) The Govt. servant on his transfer from one station to another continues to reside with his family at the old station even after joining duty at the new station.
- (ii) Due to non-availability of suitable accommodation at reasonable rent in a

metropolitan city or a costly place, where he has to work, he prefers to live with his family away from his place of duty and commutes daily from his residence to perform his duties.

The question has arisen whether in cases referred to above, the LTC should be allowed only from the duty station or from the place of residence of the Govt. servant and his family. This has been considered in consultation with the Ministry of Finance and it has been decided that where the Govt. servant and family live away from the place of duty for any reason, **LTC may be allowed from the place of residence to the place of visit/hometown and back to the place of residence, subject to the condition that the claim is restricted to the rail fare by the shortest direct route between the duty station and the hometown or declared place of visit, as the case may be.** In such cases, the Govt. servant should furnish the reasons for residing at a place other than place of duty and the controlling authority should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.

[DOPT OM No. 31011/16/84-Est.(A), dated 11 June 1985]

(7) Family can perform journey separately:

Where a Government servant and his family perform journeys separately, there is no objection to his presenting separate claims. In each case, however, the claim should be for both outward and inward journeys.

[MHA O.M. No. 43/5/57-Ests.(A), dated 4 September 1957]

(8) LTC to the Central Govt. employees while on 'Study Leave':

The Leave Travel Concession is admissible to the Central Govt. employees while on study leave. In such cases the claim are to be regulated as under-

(a) For Self:

Government servant can avail LTC from the place of study leave to any place in India/hometown, subject to the condition that the reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India/hometown or actual expenditure, whichever is less;

(b) For the Family Members:

(i) When the family members are staying with the Govt. servant at the place of his study leave:

The reimbursement will be as indicated at (a) above;

(ii) When not staying at the place of study leave:

The reimbursement will be as under the normal terms and conditions of the LTC Scheme.

[DOPT OM No. 31011/1/88-Ests.(A), dated 30 March 1988]

(9) LTC to a newly married husband of a female Government servant:

When a female Govt. servant proceeds to her hometown, availing of the Leave Travel Concession and gets married in the hometown, LTC may be allowed also to be husband of the female Govt. servant, for the journey performed by him from the

hometown to the headquarters of the female Govt. servant.

(10) **Condition of "residing with" waived in respect of spouse and children:**

It has been decided that in cases where the Government servant has left his/her spouse and the dependent children at place other than his/her Headquarters, he may be allowed LTC in respect of them from the place of their residence to hometown in a block of 2 years or any place in India in a block of 4 years, as the case may be, but the reimbursement should in no case exceed the actual distance travelled by the family or the distance between the headquarters/place of posting of Govt. servant and the place visited/hometown, whichever is less. In the case of other members falling within the definition of "family" the existing conditions and restrictions will continue to be in force.

(11) **LTC to industrial & work-charged staff:**

Industrial and work-charged staff who are entitled to regular leave will also be eligible to avail of the Leave Travel Concession in the same manner as other Central Govt. employees. The first block in their case would be 1960-61.

[MHA OM No. 6/7/59-Ests.(A), dated 15 June 1960]

(12) **LTC in combination with transfer/tour:**

Hometown/Any place in India can be availed in combination of transfer/Tour. Tour TA and Transfer TA may be regulated as per Ministry of Finance guidelines.

[DOPT OM No. 31011/2/2006-Estt(A), dated 21 May 2007]

Normally, the following types of cases are likely to arise when a Govt. servant combines a journey on LTC with one on transfer or tour:

- (i) Leave Travel Concession in combination with transfer journey.-. An officer going to hometown on regular leave proceeds therefrom on transfer to the new headquarters.
- (ii) Leave Travel Concession in combination with tour journey.-
 - (a) An officer proceeding with proper prior permission to hometown on regular leave from a tour station and returns to headquarters direct from hometown; and
 - (b) an officer proceeding to a tour station from hometown with proper prior permission and returns to headquarters therefrom.

It has been decided that the combined claims in such cases should be regulated as indicated below-

- (a) In the cases of the category of para (i) above, the officer may be allowed as his minimum entitlement transfer travelling allowance under SR 124 or SR 126, as the case may be. He may be allowed in addition, Leave Travel Concession under the rules to the extent the distance from old headquarters to hometown and from hometown to the new headquarters exceeds the distance for which transfer-travelling allowance is admissible.

In cases where the distance for which Leave Travel Concession, however, be open to the Govt. servant not to avail of the Leave Travel Concession at all,

being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.

The option has to be exercised in respect of self and the members of the family at the time of preferring claim for transfer travelling allowance.

When Leave Travel Concession is not availed of the Leave Travel Concession advance, if any, taken by the Govt. servant should be adjusted against his travelling allowance entitlement.

- (b) In the case of the category of para (ii) (a) above, travelling allowance as on tour may be allowed for the journey from the headquarters to the tour station from which the Government servant proceeds to hometown and Leave Travel Concession for the journey from tour station to hometown and back to headquarters deeming the tour station as the starting point for the onward journey.

The limitation contained in para 1 (3) of Ministry of Home Affairs, Office Memorandum No. 43/1/55-Ests.(A)-Part II, dated the 11th October, 1956, will be applicable in computing the amount of Leave Travel Concession admissible.

- (c) In the case of the category of para (ii) (b) above, Leave Travel Concession as admissible under the rules may be allowed from headquarters to hometown and travelling allowance as on tour for the journey from hometown to tour station and back to headquarters.

In cases falling under para (ii) the provisions of Ministry of Finance, Office Memorandum No. F. 5 (44)-E.IV/48, dated the 23rd April, 1948 (given below), will have to be complied with.

[Extract of OM dated 23.4.1948, referred to above.]

It has come to notice that cases of transfer of charge of an office elsewhere than at headquarters are becoming somewhat more frequent than normally. In the circumstances, it has been decided that to ensure prevention of any possible abuse of the spirit of the rules it will meet the object in view if orders in all such cases are issued by an officer not below the rank of Joint Secretary of a Ministry of the Government of India or embody the fact of his approval having been given.

[MHA OM No. F.43/15/59-Ests.(A), dated 19 July 1960]

(13) Child Studying Away:

Child is entitled for Hometown or any place in India LTC subject to the limit as for journey from headquarters to Hometown/ Any place in India.

Basically LTC is from headquarter to Hometown/ Any place of India and back but not vice-versa.

(14) Retiring Government Servant:

LTC is admissible even if the Government servant is retiring in the first month of the block years subject to complete the return journey before the date of retirement.

(15) LTC to officers of Autonomous bodies deputed to Central Government.

The officers of autonomous bodies deputed to Central Govt. will be treated as temporary Government servants during the period of their deputation with the Central Government and allowed Leave Travel Concession accordingly.

[MHA Letter No. 43/6/59-Ests.(A), dated 24 July 1959]

1.14 LTC when both husband and wife are Government servants and are residing together.

If husband and wife both are Govt. servants, even when they are staying together, they could, at their option, choose to declare separate hometown and both of them may claim the concession separately under the normal provisions of CCS (LTC) Rules in respect of the members of their respective families subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the concession for self independently. Similarly, the children shall be eligible for the benefit in one particular block as members of the family of one of the parents only. All other conditions for admissibility of the LTC shall continue to be applicable as per normal provisions of the scheme.

[DOPT OM No. 31011/8/89-Est.(A), dated 8 May 1990]

1.15 When spouse is employed in PSU/Autonomous/Corporation:

If the spouse is employees in a PSU/Autonomous/Corporation which is wholly or partially funded by Government and where LTC facility is available, the claimant should certify in the following form that the concession has not been availed by the spouse.

“Certified that my husband/wife for whom LTC is claimed by me is employed in.....(name of the Public Sector Undertaking/Corporation/Autonomous Body. Etc.), which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.”

When the Spouse is not employed in any PSU/Corporation/ Autonomous organisation, the Government servant should give certificate to that effect.

However if spouse is employed in any private company, this declaration by the Government servant is not required and such employment of spouse will not affect the entitlement of LTC for the Government servant or his/her family.

Employees and spouse of the employees of Indian Railways and national Airlines are not eligible for LTC.

1.16 Special Dispensation Scheme under LTC:

In relaxation to CCS (LTC) Rules, 1988, the Government has permitted to Government servants to travel by air to North East Region (NER), Jammu and Kashmir and Andaman & Nicobar Islands (A&N) for a further period of two years upto 25 September 2018 as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K
- (iv) Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.
- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare. To undertake journey to Jammu and Kashmir by private airline is permissible.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.
- (vi) Air Tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
- (vii) For journey by air to Jammu & Kashmir, travel by any airline is allowed, however, the journey should be undertaken in Economy class at a fare less than or equal to LTC-80 fare of Air India.
- (viii) Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible.
- (ix) It is advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials

Note: Booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-

E-IV dated 5 September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

[DOPT OM NO. 3101 11 51 2014-Estt.(A-IV), dated 24 September 2014]

1.17 Withdrawal of Advance:

The time-limit for drawal of LTC advance by the Government servants is increased from 65 days (i.e. 2 months & 5 days) to 125 days (i.e. 4 months and 5 days) in case of journey by train.

Cases where the LTC journey is proposed to be undertaken by other modes of transport viz. air/ sea/ road, the time-limit for drawing LTC advance shall remain 65 days only.

In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilized the amount to purchase the tickets.

[DOPT OM No F. No. 31011/8/2015-Estt (A.IV), dated 13 May 2016]

1.18 Admissibility of catering charges in respect of rail journey performed on LTC:

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 the entitlement/eligibility of the Government servant.

[DOPT OM No. 31011/11/2015-Estt (A.IV), dated 12 May 2016]

1.19 Reimbursement of rail fare on LTC in respect of children of 5-12 yrs age group:

The family members of the Government servant, aged between 5 yrs and under 12 yrs, the actual rail fare shall be reimbursed for LTC, as per the choice of rail tickets purchased by the Government servant.

[DOPT OM No. 31011/3/2016-Estt (A.IV), dated 29 April 2016]

1.20 Fulfillment of procedural requirements under LTC Rules:

1. To simplify the procedure of application and make the procedure of processing of LTC claims time bound, the following time-limits shall be followed while processing the LTC applications/claims of the Government servants:

| S. No. | Course of action | Time limit |
|--------|-------------------------------|---------------------------------|
| 1. | Leave Sanction | 5 working day + 3 working days* |
| 2. | Sanction of LTC advance/Leave | 5 working day + 3 working days* |

| | | |
|----|---|-----------------------------------|
| | encashment | |
| 3. | Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement. | 10 working days + 3 working days* |
| 4. | Time taken by DDO | 5 working days + 3 working days* |
| 5. | Time taken by PAO | 5 working days + 3 working days* |

*(a) Additional 3 days transit-time may be allowed in cases where the place of posting of the Government employees is away from their Headquarters, The Government employee may proceed on LTC after action on S.No. 1.

(b) Efforts should be made to reduce the duration of processing of LTC applications/claims at the earliest. The maximum time limit should be strictly adhered to and non-compliance of time limit should be adequately explained.

2. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The pro-forma for self-certification has been annexed as **Annexure-1**.

3. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she should be provided with a copy of the guidelines (enclosed as **Annexure-2**) which needs to be followed while availing LTC.

4. Employees may be encouraged to share interesting insights and pictures, if any; of the destination he/she visited while availing LTC in an appropriate forum.

[DOPT OM No. 31011/3/2015-Estt (A.IV), dated 18 February 2016]

1.21 Late Submission of Claim:

In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is:

- (i) Within three months of completion of return journey, if no advance is drawn;
- (ii) Within one month of completion of return journey, if advance is drawn.

Powers have been delegated, as under, to the Ministries/Departments to relax these limits with the concurrence of the Financial Advisor.

- (a) Upto 6 months, if no advance is drawn;
- (b) Upto 3 months if advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of return journey.

As per Rule 12(a) of the 'Compendium of Rules on Advances to Government Servants',

it is the responsibility of the Head of Office to effect recovery of advances and also to see that the conditions attached to each advance are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the AP&AO. In addition, the DDO is also required to adjust all outstanding short term advances at the close of financial year.

[DOPT OM F. No. 31011/3/2015-Estt (A-IV), dated 1 April 2015]

1.22 Reimbursement of charges for train ticket booking through Internet for railway journeys undertaken for LTC:

Reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the web site of Indian Railways, may be allowed only for railway journeys undertaken for LTC.

[MOF OM F. No. 19023/1/2006- E.(IV), dated 25 October 2006]

1.23 Travel by private vehicles:

As per LTC rules, a Government servant may travel only by vehicles operated by Central/State Government or local bodies or by any corporation in the public sector owned/controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc are permissible only between places not connected by rail. This is further subject to the condition that 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.

[DOPT OM F. No. 31011/3/2015-Estt (A-IV), dated 1 April 2015]

1.24 Encashment of Earned Leave alongwith LTC:

- (i) Government officers are allowed to encash 10 days earned leave at the time of availing of LTC to the extent of 60 days during the entire career.
- (ii) The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement.
- (iii) It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

[DOPT OM No.31011/4/2008-Estt.(A), dated 23 September 2008]

- (iv) The Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave upto 10 days at the time of availing both types of LTCs, i.e. 'Hometown' and 'anywhere in India'. However, when the one and the same LTC is being availed of by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

[DOPT OM No.14028/2/2012-Estt.(L), dated 9 February 2015]

1.25 Travel by Premium Trains on LTC:

Travel by Premium Trains is not permissible on LTC. Hence, the fare charged by the Indian Railways for the journey(s) performed by Premium trains shall not be reimbursable for the purpose of LTC.

[DOPT OM No. 31011/2/2015-Estt.(A-IV), dated 27 January 2015]

1.26 Travel by tour packages operated by IRCTC:

LTC journey of Government servants in tours offered by IRCTC for reimbursement under LTC provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Govt. of India issued from time to time in this regard such as journey by Air India under LTC-80 scheme in economy class without package benefits etc.

[DOPT OM NO. 3101 11612002-Estt.(A), dated 2 December 2009]

1.27 Use of own car/hired taxi on LTC journey on account of physical handicap:

In relaxation of LTC Rules to authorize the Head of Department to allow use of own/hired taxi for LTC journey on account of disability of the Government servant or dependent family member after obtaining following papers/conditions to avoid misuse of such relaxation:-

- (i) Medical Certificate from competent authority.
- (ii) Undertaking from Government servant that journey in authorized mode is not feasible and he actually travelled by own car/hired taxi.
- (iii) Such claim should not be more than journey performed by the entitled class by rail/air by the shortest route.

[DOPT OM F.No. 3101113 /2009- Estt.(A), dated 28 October 2009]

1.28 Entitlements for LTC:

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be 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.

(A) Journey by Air / Rail:

Same as on Tour / Transfer. 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.

A. Travel Entitlements:

| Grade Pay (1) | Travel Entitlements (2) |
|---|---|
| Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG+ and above | Economy Class by Air/AC First class by train. |
| Officers drawing grade pay of Rs. | Economy Class by air/AC First class by |

| | |
|---|---|
| 7600, Rs. 8700 and Rs. 8900 | train. |
| Officers drawing grade pay of Rs. 5400 and Rs. 6600 | Economy Class by air/AC II Tier class by train. |
| Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800 | AC II Tier class by train. |
| Officers drawing grade pay below Rs. 4200 | First Class/AC III Tier/AC Chair car by train. |

(1) The revised Travel entitlements are subject to following: -

- (i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (iii) Henceforth, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- (iv) All Government servants are allowed to travel below their entitled class of travel.

(2) **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. 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.

(3) General sanction / blanket relaxation is given to travel by airlines other than Air India for availing LTC on 78 sectors where Air India does not provide services, subject to condition that whenever Air India or its subsidiaries start operating on any sectors of OMs dated 27-9-2013 and 27-2-2014, this sanctions become null and void for that particular sector(s). The list of sectors is enclosed as **Annexure-03**, **Annexure-04** and **Annexure-05**.

(4) Air journey from both national and private airlines by non-entitled officers 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.

(B) Journey by Steamer:

Same as on Tour / Transfer

| Grade Pay (1) | Entitlement (2) |
|--|---|
| Officers drawing grade pay of Rs. 5400/- and above and those in pay scales of HAG+ and above | Highest Class. |
| Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800 | If there be two classes only on the steamer, the lower class. |
| Officers drawing grade pay of Rs. 2400 and Rs. 2800 | If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class. |
| Officers drawing grade pay less than Rs. 2400 | The lowest class. |

- (ii) Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows:

| Grade Pay (1) | Entitlement (2) |
|--|----------------------------|
| Officers drawing grade pay of Rs. 5400 and above and those in pay scales of HAG+ and above | Deluxe Class. |
| Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800 | First/'A' Cabin class. |
| Officers drawing grade pay of Rs. 2400 and Rs. 2800 | Second/'B' Cabin Class. |
| Officers drawing grade pay less than Rs. 2400 | Bunk Class. |

(C) Journeys 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

| Grade Pay (1) | Entitlement (2) |
|---|---|
| (i) Officers drawing grade pay of Rs. 10,000 and above and those in pay scales of HAG+ and above. | Actual fare by any type of public bus including air-conditioned bus; OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi; |

| | |
|--|--|
| (ii) Officers drawing grade pay of Rs. 5400, Rs. 6600, Rs. 7600, Rs. 8700 and Rs. 8900 | Same as at (i) above with the exception that journeys by AC taxi will not be permissible |
| (iii) Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800 | Same as at (ii) above. |
| (iv) Officers drawing grade pay of Rs 2400 and above but less than Rs. 4200. | Actual fare by any type of public bus other than air-conditioned bus; |
| (v) Officers drawing grade pay below Rs. 2400. | Actual fare by ordinary public bus only; |

- (5) Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer.
- (6) where a Government Servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.
- (7) *Travel between places not connected by any other means of transport* - For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony, elephant, camel, etc. In such cases mileage allowance will be admissible at the same rate as for journeys on transfer.
- (8) *Facility of LTC by air during winter only to the Govt. servants posted in Ladakh Region.*

It has been decided to grant LTC facility by air during winter season to all the Central Govt. employees serving in the Ladakh Region subject to the following conditions:-

- (i) *The facility of air travel will be admissible only for the period from 15th November to 15th March.*
- (ii) *The facility of air travel will be limited to travel between Leh and Srinagar/Jammu/Chandigarh for the forward as well as the return journey. This facility would, however, be admissible between Leh and only one of these three places. The journeys between Srinagar/Jammu/Chandigarh and the hometown or any other place of visit, as the case may be, will be regulated by the normal entitlement of the Govt. servant concerned.*
- (iii) *The air travel facility will be allowed to the Govt. servant, his-her spouse and only two dependent children (up to 18 years for boys and 24 years for girls).*

(DOPT OM. No. 31011/15/87-Ests.(A), dated 22 April 1988 and 31011/18/90-Estt.(A), dated 19 March 1991)

1.29 Reimbursement:

Reimbursement under the Leave Travel Concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

Govt. of India's Decision

LTC when journey performed by longer route

(1) When a Government servant or any member of his family performs the journey by a longer route (which is not the cheapest) in two different classes of railway accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage by such route.

Example.- If the total distance by the longer route is 1,100 miles and that by the shortest route is 1,000 miles and if the Government servant concerned has travelled the initial 800 miles by II Class and the remaining 300 miles by I Class, Government's share of reimbursement of the expenditure incurred in this case should be as follows:-

(i) Mileage for which II Class fare will be admissible-

$$\frac{\text{Distance actually travelled by II Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

$$= \frac{800}{1100} \times 1000 = 727 \text{ miles (roundly)}$$

(ii) Mileage for which I Class fare will be admissible-

$$\frac{\text{Distance actually travelled by I Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

$$= \frac{300}{1100} \times 1000 = 223 \text{ miles (roundly)}$$

[MHA OM No. 43/10/58-Ests.(A) dated 11 April 1958 and 29 May 1958 and F. 31011/9/78-Est.(A), dated 24 July 1980]

(2) Regulation of claims on Circular Tour Ticket.

It has been decided that in a case where a Govt. servant and/or his family avail(s) of the concessional circular tour ticket offered by the Railways in conjunction with the LTC, the fare at the normal rate for the entitled/lower class actually used between headquarters and hometown by the shortest route*** of the to and fro journey should be reimbursed to the Govt. servant.

[DPA OM No. 35014/4/76-Ests.(A), dated 16 December 1976]

(3) Admissibility of reservation/sleeper charges

A Govt. servant and also members of his family are eligible for the reimbursement of sleeper/reservation charges while performing a journey by availing of the Leave Travel Concession, in Second Class and for reservation charges while performing the journey in First Class (Separate fare is not charged for sleeper accommodation where the journey is

performed in First Class).

[DPAR OM No.31011/6/78-Ests.(A), dated 9 October 1978]

1.30 Forfeiture of claim:

A claim for reimbursement of expenditure incurred on journey under Leave Travel Concession shall be submitted within six months after the completion of the return 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.

1.31 Grant of advance and adjustment thereof:

- (i) Advance may be granted to Government servants to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to 90 % of the estimated amount which Government would have to reimburse in respect of the cost of the journey both ways.
- (ii) If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.
- (iii) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed six months. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- (iv) The government servant should produce the tickets within 10 days of the drawal of advance, irrespective of the date of commencement of the journey.
- (v) Where an advance has been drawn by the Government servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a government servant's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum. No request for recovery of the advance in instalments shall be entertained.

Govt. of India's Decision

(2) Relaxation of normal time-limit of six months between commencement and completion of the journey by the family of a Govt. servant.

It has been recommended by the Department of Administrative Reforms that the powers for relaxation of time-limit fixed for the return journey under this Ministry's Office Memorandum, dated the 11th April, 1958, may be delegated to Heads of Departments. The Ministry of Home Affairs have accepted this recommendation. It has accordingly been decided that the aforesaid power of relaxation of time-limit for the return journey of families of Govt. servants shall be exercised by Heads of Departments, subject to the conditions mentioned in the Office Memoranda under reference.

[MHA OM No. 43/3/68-Est.(A), dated 19 July 1968]

1.32 Fraudulent claim of Leave Travel Concession:

- (1) If a decision is taken by the disciplinary Authority to initiate disciplinary proceedings against a Government servant on the charge of preferring a fraudulent claim of Leave Travel Concession, such Government servant shall not be allowed the Leave Travel Concession till the finalization of such disciplinary proceedings.
- (2) If the disciplinary proceedings result in imposition of any of the penalties specified in Rule 11 of the Central Civil Services (Classification, control and Appeal) Rules, 1965, the Government servant shall not be allowed the next two sets of the Leave Travel Concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Controlling Authority can also disallow more than two sets of Leave Travel Concession.
- (3) If the Government servant is fully exonerated of the charge of fraudulent claim of Leave Travel Concession, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block years but before the normal date of his superannuation.

Explanation:-For the purpose of this rule, Leave Travel Concession to home town and Leave Travel Concession to any place in India as specified in clauses (a) and (b) of Rule 8 shall constitute two sets of the Leave Travel Concession.

1.33 Frequently Asked Questions:

1. Whether the Government employees whose Headquarters/ Place of posting and Home Town are same, are eligible for Home Town LTC?
Ans.: No. Government employees whose headquarters/place of posting and Home Town are one and the same are not eligible for Home Town LTC.
2. Whether the Government employees who are not eligible for Home Town LTC may avail the Special Concession scheme of conversion of Home Town LTC to travel to North East Region, Jammu & Kashmir & Andaman & Nicobar Islands.
Ans.: No. Employees whose Home Town & Headquarters are same are not eligible for Home town LTC and hence, the question of conversion of Home Town LTC to travel to these places under special concession scheme does not arise.
3. Whether the Government employees residing in cities/ towns outside Delhi which fall under other states of National Capital Region (NCR) are eligible for Home Town Concession?
Ans.: Yes. Cities/ towns which are outside Delhi and fall in other states of NCR are not to be treated as Delhi Headquarters. Hence, the Government employees whose headquarters are Delhi and reside in cities/towns outside Delhi falling in other states of NCR, are eligible for Home Town Concession.

[DOPT OM No. 31011 /4/2007-Estt.(A-IV), dated 18 May 2015]

4. Whether Conversion of Hometown LTC is applicable for unmarried employee?

Ans.: The facility of conversion of Home Town LTC to allow travel to different parts of the country, under the special dispensation scheme, will also apply to an unmarried Central Government servant, who is eligible to avail the benefit of LTC to visit Home Town every year. This facility may be availed by converting one occasion of Home Town LTC out of the four Home Town LTC occasions available in a block of four years.

[DOPT OM F. No. 31011/1/2013-Estt (A.IV), dated 21 April 2015]

5. What are the LTC entitlements of a Fresh Recruit?

Ans.: Fresh recruits to the 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 shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

6. How are the two blocks of four years applied to the Fresh Recruit?

Ans.: The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

7. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?

Ans.: No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.

8. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?

Ans.: No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

9. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?

Ans.: (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year.

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

10. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?

Ans.: A fresh recruit who has joined Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service.

11. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?

Ans.: No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt. servant and his Home Town which implies that Headquarters and Home Town should be at different places.

12. How will the LTC entitlement computed in case of a fresh recruit joining the service on 30 December of any year?

Ans.: A fresh recruit who joins the Government service on 31 December of any year, will be eligible for LTC w.e.f. 31 December of next year. Since, 31 December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs.

[\[DOPT OM No. 31011/7/2013-Estt.\(A-IV\), dated 26 September 2014\]](#)

13. Whether Sikkim is included in NER?

Ans.: Yes. NER includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura.

14. Whether Government employees can travel by Helicopter?

Ans.: No. On LTC Government employees can travel only in economy (Y) class in a passenger plane of Airlines.

15. Indian Airlines etc. are offering Package Tours. Whether total package is reimbursable?

Ans.: In LTC, fare at the normal rate for the entitled class between headquarters and place of visit by shortest route or cost actually paid whichever is less is reimbursable

[\[DOPT OM No.31011/4/2007-Estt.\(A\), dated 14 May 2008\]](#)

Illustration 1:

An employee joins the Government service on 1st September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

| Year of LTC | Type of LTC | LTC Occasion |
|-------------------------|--------------------|-----------------|
| 01.09.2008 – 31.08.2009 | Nil | --- |
| 01.09.2009 – 31.12.2009 | Home Town | 1 st |
| 01.01.2010 – 31.12.2010 | Home Town | 2 nd |
| 01.01.2011 – 31.12.2011 | Home Town | 3 rd |
| 01.01.2012 – 31.12.2012 | Any Place in India | 4 th |
| 01.01.2013 – 31.12.2013 | Home Town | 5 th |
| 01.01.2014 – 31.12.2014 | Home Town | 6 th |
| 01.01.2015 – 31.12.2015 | Home Town | 7 th |
| 01.01.2016 – 31.12.2016 | Any Place in India | 8 th |
| 01.01.2017 – 31.12.2017 | Nil | -- |
| 01.01.2018 – 31.12.2021 | New LTC Block | |

Explanations:

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (ex. 2014-2017) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e. 2017).
- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

Illustration 2:

An employee joins the Government service on 1st January, 2009. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st January, 2010 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

| Year of LTC | Type of LTC | LTC Occasion |
|-------------------------|--------------------|-----------------|
| 01.01.2009 – 31.12.2009 | Nil | --- |
| 01.01.2010 – 31.12.2010 | Home Town | 1 st |
| 01.01.2011 – 31.12.2011 | Home Town | 2 nd |
| 01.01.2012 – 31.12.2012 | Home Town | 3 rd |
| 01.01.2013 – 31.12.2013 | Any Place in India | 4 th |
| 01.01.2014 – 31.12.2014 | Home Town | 5 th |
| 01.01.2015 – 31.12.2015 | Home Town | 6 th |
| 01.01.2016 – 31.12.2016 | Home Town | 7 th |
| 01.01.2017 – 31.12.2017 | Any Place in India | 8 th |
| 01.01.2018 – 31.12.2021 | New LTC Block | -- |

Explanations: (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.



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Illustration 3: An employee joins the Government service on 31st December, 2011. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 31 December, 2012 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

| Year of LTC | Type of LTC | LTC Occasion |
|-------------------------|--------------------|-----------------|
| 31.01.2011 - 30.12.2012 | Nil | --- |
| 31.12.2012 | Home Town | 1 st |
| 01.01.2013 - 31.12.2013 | Home Town | 2 nd |
| 01.01.2014 - 31.12.2014 | Home Town | 3 rd |
| 01.01.2015 - 31.12.2015 | Any Place in India | 4 th |
| 01.01.2016 - 31.12.2016 | Home Town | 5 th |
| 01.01.2017 - 31.12.2017 | Home Town | 6 th |
| 01.01.2018 - 31.12.2018 | Home Town | 7 th |
| 01.01.2019 - 31.12.2019 | Any Place in India | 8 th |
| 01.01.2020 - 31.12.2021 | Home Town | -- |
| 01.01.2022 - 31.12.2025 | New LTC Block | |

Explanations:

- (i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31st December, 2012). From next year onwards, he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2020-21) of the running four year block (2018-21), he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

Illustration 4: An employee joins the Government service on 10th May, 2006. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 10th May 2007 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

| Year of LTC | Type of LTC | LTC Occasion |
|-------------------------|----------------------------------|-----------------|
| 10.05.2006 – 09.05.2007 | Nil | --- |
| 10.05.2007 – 31.12.2007 | Home Town/ Any Place of India | 1 st |
| 01.01.2008 – 31.12.2008 | Home Town | 2 nd |
| 01.01.2009 – 31.12.2009 | Home Town | 3 rd |
| 01.01.2010 – 31.12.2010 | Any Place in India | 4 th |
| 01.01.2011 – 31.12.2011 | Home Town | 5 th |
| 01.01.2012 – 31.12.2012 | Home Town | 6 th |
| 01.01.2013 – 31.12.2013 | Home Town | 7 th |
| 01.01.2014 – 31.12.2014 | Any Place in India | 8 th |
| 01.01.2015 – 31.12.2015 | Nil | -- |
| 01.01.2016 – 31.12.2017 | Home Town | --- |

Explanation: A fresh recruit who has joined the Government service before 01.09.2008 (i.e. before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service.

PB

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Proforma for self-certification by the Government employee

1. Sh./Smt./Kr..... (Name of the Govt. servant) wish to confirm that I am availing..... (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block yearto visit(Place of visit) during(dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.
2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

| S. No. | Name | Age | Relationship with the Govt. Servant |
|--------|------|-----|-------------------------------------|
| | | | |

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed 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 fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on `www.persmin.nic.in' << `OMs & Orders'<< 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey 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 authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

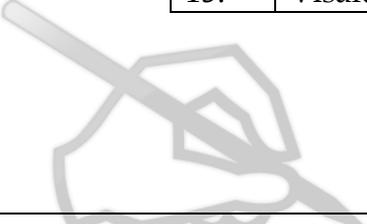
10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
 - Within three months of completion of return journey, if no advance is drawn;
 - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

"Have a pleasant journey and a happy holiday"

| S. No. | Sectors |
|--------|--------------------------------------|
| 1. | Ahmedabad - Pune- Ahmedabad. |
| 2. | Ahmedabad - Jaipur- Ahmedabad |
| 3. | Ahmedabad - Indore- Ahmedabad |
| 4. | Bangalore-Coimbatore- Bangalore |
| 5. | Bangalore- Vishakhapatnam -Bangalore |
| 6. | Chennai-Coimbatore- Chennai |
| 7. | Chennai- Tuticorin-Chennai |
| 8. | Chandigarh- Srinagar-Chandigarh |
| 9. | Guwahati - Dibrugarh- Guwahati |
| 10. | Guwahati -Bagdogra- Guwahati |
| 11. | Hyderabad- Bhubaneswar- Hyderabad |
| 12. | Hyderabad- Bhopal- Hyderabad |
| 13. | Hyderabad-Cochin- Hyderabad. |
| 14. | Hyderabad-Coimbatore- Hyderabad |
| 15. | Hyderabad-Nagpur- Hyderabad |
| 16. | Hyderabad- Rajamundry- Hyderabad |
| 17. | Hyderabad- Raipur- Hyderabad |
| 18. | Hubli- Bangalore- Hubli |
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| 20. | Jaipur-Hyderabad-Jaipur |
| 21. | Kolkata- Raipur- Kolkata |
| 22. | Kolkata- Visakhapatnam-Kolkata |
| 23. | Lucknow- Patna- Lucknow |
| 24. | Lucknow-Kolkata- Lucknow |
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| 26. | Mumbai-Diu- Mumbai |
| 27. | Mumbai-Nanded- Mumbai |
| 28. | Mumbai-Porbandar- Mumbai |
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| 30. | Mumbai-Pune- Mumbai |
| 31. | Mumbai - Vadedara- Mumbai |
| 32. | Nagpur-Kolkata- Nagpur |
| 33. | Nagpur-Hyderabad- Nagpur |
| 34. | Nagpur-Pune- 'Nagpur |
| 35. | Nagpur-Bangalore- Nagpur |
| 36. | Nagpur-Indore- Nagpur |
| 37. | Varanasi-Kolkata- Varanasi |

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| 11. | Chennai -Vishakhapatnam-Chennai |
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| 13. | Guwahati -AizawI -Guwahati |
| 14. | Hyderabad-Indore-Hyderabad |
| 15. | Hyderabad-Pondicherry-Hyderabad |
| 16. | Indore- Nagpur-Indore |
| 17. | Indore- Bangalore- Indore |
| 18. | Jorhat-Guwahati-Jorhat |
| 19. | Jorhat-Kolkata-Jorhat |
| 20. | Mumbai-Hubli-Mumbai |
| 21. | Mumbai-Surat-Mumbai |
| 22. | Mumbai-Belgaum-Mumbai |
| 23. | Mumbai -Bhavnagar- Mumbai |
| 24. | Patna-Ranchi -Patna |
| 25. | Varanasi-Kolkata-Varanasi |
| 26. | Varanasi-Lucknow- Varanasi |

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| 7. | Chennai-Pune-Chennai |
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| 9. | Guwahati-Silchar-Guwahati |
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| 11. | Kolkata-Ranchi-Kolkata |
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