

18.11.2019

LEAVE TRAVEL CONCESSION (LTC) DETAILED GUIDELINES AS ON DATE

ADMISIBILITY

An employee with one year of continuous service on the date of journey performed by him/his family is eligible for leave travel concession. Hence after one year of service only eligible for LTC.

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

SCOPE:

The leave travel concession will cover the Government servant himself and his dependent family members.

EXPLANATIONS:

A member of the family (EXCLUDING the spouse) whose income from all sources, including pension, scholarship, stipend, etc. does not exceed Rs.9000/- p.m excluding the dearness relief IS NOT DEPENDENT AND CANNOT BE CONSIDERED AS DEPENDENT FAMILY MEMBERS.

In case both husband wife are employed, declaration to the effect that the spouse is not availing LTC from his/her office is mandatory.

Dependent family members includes wife/husband two surviving unmarried children or step children wholly dependent on the government servant and parents unmarried minor brothers as well as unmarried divorced abandoned or widowed sisters residing and dependent on the government servant.

TYPE OF LEAVE TRAVEL CONCESSION:

Hometown LTC: The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the Government servant and his hometown,

In the Four year block two home-town is eligible in two calendar years, such as 1986-87, 1988-89 and so on. Current two year block is 2018-19 and 2020-21. Any one hometown may be converted to all India LTC.

ALL INDIA LTC: A employee and family can visit anywhere in India once in a block of 04 years. Current ALL INDIA BLOCK period 2018-21.

A Government servant whose family lives away from him at his hometown 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 hometown every year.**

The above LTC may be availed as follows:

Year	Two Year Block	Four Year Block	Option-I	Option-2	Option-3
2018	Block-1 (2018-19)	(2018-21)	Hometown	Any Place in India/ Hometown	Hometown
2019					Hometown
2020	Block-2 (2020-21)		Any Place in India	Hometown	Hometown
2021					Hometown

LTC for Fresh Recruits:

The 6th CPC had recommended that “Fresh Recruits” to the Central Government may be allowed to travel to their Hometown 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.

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.

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.

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.

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.

Grace Period:

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 2018-19 can be availed during the grace period of one year i.e. Dec - 2020, in such case onward journey can be started even on 31st December 2020 and returned journey being performed in 2021.

Two LTC in a calendar year is permissible. If the Hometown LTC of the period 2018-19 is availed in grace period in 2020, in the same year, Any Place in India LTC or Hometown LTC of the two year block of 2020-21 can be availed.

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 2018-19 and then LTC of block period 2020-21 at any time before the end of December 2016.

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.

Hometown/Any Place in India:

Hometown 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

Change of Hometown: The hometown 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.

Declaration of place of visit under leave travel concession to any place in India:

- (i) Visit to the declared hometown 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.

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.

Leave encashment during LTC

An employee can avail leave encashment during LTC for a maximum of 10 days and a total of 60 days in their career. However, to avail leave encashment, after availing leave encashment, the leave balance should be a minimum of 30 days.

The leave encasements is payable on Basic pay + Dearness Allowance as on commencement of LTC.

ENTITLEMENTS

- 1.As per Travelling Allowance rules, only TRAIN/BUS/AIR/STEAMER fare only (except in case of air travel wherein staff in level 9 are eligible for air travel) is reimbursed without taxi and lump sum amount.
2. LTC is admissible only **from City /town to City/town only.**
3. **Air travel only by AIR INDIA for those who are entitled for air travel.**

Further clarification

These are general guidelines, any specific query please contact ADMINISTRATION/ACCOUNTS.