



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001

All India Institute of Medical Sciences, Rajkot, Gujarat 360001

A Central Autonomous Body under PMSSY, MoH&FW

Government of India



AIIMS/Rajkot/Admin/Circular/2022-23/1335

Date: 15/09/2022

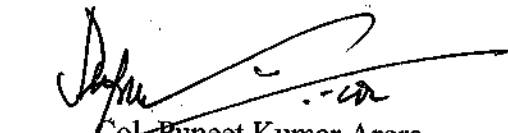
CIRCULAR

The following orders/Notification/FAQs issued by Ministry of Finance and Department of Personal Training (DoPT) for on Leave Travel Concession (LTC) entitlement are circulated herewith for info of all concerned-

1. Central Civil Services (Leave Travel Concession) Rules, 1988 (DoPT Notification No.31011/10/85-Estt.(A), dated the 3rd May, 1988).
2. Frequently Asked Questions (FAQs) on LTC entitlement of a fresh recruit (DoPT O.M. No. 31011/7/2013-Estt.(A-IV) dated 26 Sep 2014).
3. Frequently Asked Questions and Answers on Leave Travel Concession matters (Issued by DoPT Establishment (A-IV).
4. Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg ((DoPT O.M. No. 31011/8/2017-Estt.A-IV, dated 19 Sep 2017).
5. Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission (Ministry of Finance O.M. No. 1903011/2017.E.IV dated 13 Jul 2017).
6. Relaxation to travel by air to visit North East Region, Union Territory of Jammu & Kashmir, Union Territory of Ladakh and Andaman & Nicobar Islands- extension beyond 25.09.2020 (DoPT O.M. No. No. 31011/3/2018-Estt.(A-IV) dated 08 Oct 2020).
7. Encashment of earned leave alongwith Leave Travel Concession (LTC) while in service (DoPT O.M. No. 14028/4/2009-Estt. (L), dated 03 Jun 2009).
8. Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding (DoPT O.M. No. 31011/12/2022-Estt.A-IV, dated 29 Aug 2022).

Relevant forms for availing LTC are being uploaded on institute website.




Col. Puneet Kumar Arora

Deputy Director (Admin)

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Col. Puneet Kumar Arora,
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Copy to,

1. Executive Director, AIIMS Rajkot.
2. All Heads of Department, AIIMS Rajkot.
3. DDO, AIIMS Rajkot.
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TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II SECTION 3,
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No.31011/10/85-Estt.(A)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training

New Delhi, the 23rd May, 1988

NOTIFICATION

S.O. 1525 In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and in consultation with the Comptroller and Auditor-General of India in regard to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules namely:-

1. Short title, commencement and application
 - (1) These rules may be called the Central Civil Services (Leave Travel Concession) Rules, 1988.
 - (2) They shall come into force on the date of their publication in the official Gazette.
 - (3) Subject to the provisions of sub-rule(4), 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;
 - (iv) who are re-employed after their retirement.
 - (4) These rules shall not apply to-
 - (a) Government servants not in whole-time employment;
 - (b) persons in casual and daily rated employment;
 - (c) persons paid from contingencies;
 - (d) Railway servants;
 - (e) Members of the Armed Forces;
 - (f) Local recruits in Indian Missions abroad; and
 - (g) persons eligible to any other form of travel concession available during leave or otherwise.



2. Special provisions regarding certain categories of employees-

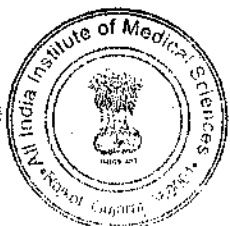
- (1) In the case of persons belonging to categories mentioned in clauses (ii), (iii) and (iv) of sub-rule (3) of rule 1, the leave travel concession shall be admissible on completion of one year's continuous service under the Central Government and provided that it is certified by the appropriate administrative 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.
- (2) 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.
- (3) 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.

3. Scope-- The leave travel concession will cover the Government servant himself and his family.

4. Definitions- In these Rules, unless the context otherwise requires;

- (a) " a place in India" will cover any place within the territory of India, whether it is on the mainland India or overseas;
- (b) "controlling officer" means an officer declared as such under Supplementary Rule 191;



- (c) "Disciplinary Authority" shall have the same meaning as assigned in clause (g) of rule 2 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (d) "family" means 'family' as defined in Supplementary Rule 2(8).
- (e) "home-town" means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer;
- (f) "shortest direct route" shall have the same meaning as given in Supplementary Rule 30 and orders issued thereunder from time to time.

5. 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 authorise a change in such declaration provided that such a change shall not be made more than once during the service of a Government servant.

6. Declaration of place of visit under Leave Travel Concession to any place in India-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 Department, as the case may be.

7. Admissibility of Leave Travel Concession- (1) The leave travel concession shall be admissible to persons of the categories specified in clauses (i) and (iii) of sub-rule (3) of rule 1 only if they have completed one year's continuous service under the Central Government on the date of journey performed by him or his family, as the case may be, to avail of the concession.

(2) The leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave.



8. Types of leave travel concession- (a) 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;

(b) 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;

Provided that in the case of a government servant to whom leave travel concession to home town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to home town available to him at the time of commencement of the journey;

(c) 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.

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.

10. Carry over of leave travel concession- A Government servant who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If a Government servant is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

....5/-



11.

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.

12.

Entitlement- (1) Journey by rail-For travel by train under leave travel concession, entitlement to different classes of accommodation shall be as under:-

- (i) Government servant in receipt of pay of Rs.2800 and above per mensem. second class air conditioned two-tier sleeper/first class.
- (ii) Government servant in receipt of pay of Rs.1400/- and above but less than Rs.2800/- per mensem. first class/air conditioned chair car.
- (iii) Government servant in receipt of pay of less than Rs.1400 per mensem. IInd class sleeper.

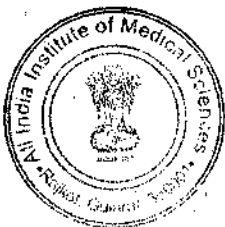
(2) Journey by road - (a) The Government's assistance towards the cost of journeys between places not connected by rail will be admissible to the Government servant as under:-

- (i) Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed rates exists, the assistance is the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

Note: Appropriate class means as follows:-

(a) Officers entitled to travel by I class on rail By any type of bus including super deluxe, deluxe, express etc. but excluding air-conditioned bus.

(b) Other officers By ordinary bus only. The claims for travel in express bus may also be admitted, if the journey is actually performed by such bus on account of non-availability of seats in ordinary bus.



- (ii) Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer.
- (iii) Notwithstanding anything contained in sub-rule (1) or clauses (i) and (ii) of sub-rule (2), 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 re-imbursment 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.
- (3) By air - The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.
- (4) In regard to places in territory of India connected by shipping services, the entitlement of a Government servant to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.
- (5) Travel between places not connected by any 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.

Explanation- For the purpose of this rule, 'Pay' shall mean pay as defined in Fundamental Rule 9(21)(a)(i).

13. 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.

14. 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 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.



15. 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 four-fifths 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 three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- (iv) If the limit of 3 months or ninety days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the Government forthwith.
- (v) The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made sixty days before the proposed date of the outward journey and advance is granted accordingly, the Government servant should produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
- (vi) Where an advance has been drawn by a 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.

16. 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 finalisation 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.

17. Interpretation - If there is any doubt regarding any of the provisions in these rules, the matter shall be referred to the Government of India in the Department of Personnel & Training, who shall decide the same.
18. Power to relax - Save as otherwise provided in these rules, where any Ministry or Department of the Government is satisfied that the operation of any of these rules/causes undue hardship in any particular case, that Ministry or Department, as the case may be, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:
Provided that no such order shall be made except with the concurrence of the Department of Personnel & Training.
19. Saving-All the existing instructions which are not contrary to any of the provisions of these rules and all instructions which cover matters not specifically covered by these rules shall continue to be in force until they are amended, modified or cancelled.

A. Jayaraman
(A. JAYARAMAN)
DIRECTOR (B)

To

The Manager,
Government of India Press,
Mayapuri,
New Delhi



No. 31011/7/2013-Estt.(A-IV)
Department of Personnel and Training
Establishment (A-IV)

Dated: 26th September, 2014
North Block, New Delhi

Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit

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 Department receives a number of references seeking clarifications from various Ministry/ Departments about the year wise LTC entitlements of Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

Question 1. What are the LTC entitlements of a Fresh Recruit?

Answer: 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.

Question 2. How are the two blocks of four years applied to the Fresh Recruit?

Answer: 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.

Question 3. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?

Answer: 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.

Question 4. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?

Answer: 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.



From pre-page:

Question 5. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?

Answer: (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. Refer illustrations 1 & 3 for further explanation.

(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. Refer illustration 2.

Question 6. How will the LTC entitlement computed in case of a fresh recruit joining the service on 31st December of any year?

Answer: A fresh recruit who joins the Government service 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 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. Refer illustration 3.

Question 7. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?

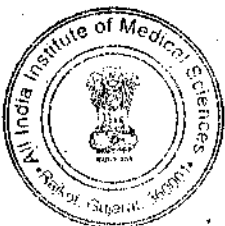
Answer: A fresh recruit who has joined Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service. Refer illustration 4.

Question 8. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?

Answer: 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.

(B. Bandyopadhyay)

Under Secretary to the Govt. of India
Ph. (011) 23040341



Illustrations

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	

Running Block

First block of 4 yrs
Second block of 4 yrs

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.



From pre-page:

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.



From pre-page:

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 31st 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
31.12.2011 - 30.12.2012	Nil	--
<i>one 1st</i> 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	--

Running Block (2018-2021)

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).



From pre-page:

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 in 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.

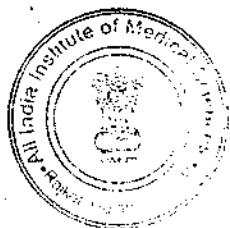


Frequently Asked Questions and Answers on Leave Travel Concession (LTC) matters

S.No.	Question	Answer
1	How are the claims of LTC be adjusted in case of delayed submission?	<p>Where advance has been drawn, the claim for reimbursement shall be submitted within one month of the completion of the return journey.</p> <p>Where no advance has been drawn, the expenditure incurred shall be submitted within three months of the completion of the return journey.</p> <p>Administrative Ministry/Department concerned can admit the claims in relaxation of the provisions subject to the following time limits without reference to DoPT:</p> <p>(a) Where no advance is taken, LTC Bill submitted within a period not exceeding six months ; and</p> <p>(b) Where advance has been drawn, claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Govt. servant refunds the entire advance within 45 days after the completion of the return journey. Rule 14 of CCS(LTC) Rules,1988 read with -</p> <p><u>O. M. No. 31011/5/2007-Estt.A dated 27 September, 2007</u></p>



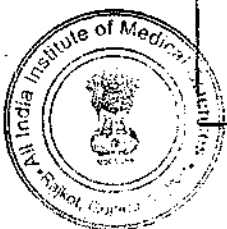
2	Can a Govt. servant visit NER or J&K on more than one occasion on conversion of Hometown under the relaxation allowed for LTC visits to NER/J&K?	<p>Govt. servant who has availed the benefit of Home Town conversion to NER/J&K in one block (say 2006-2009) can again visit NER/J&K in the new/next block (say 2010-2013) subject to availability of LTC in a particular block so long as the relaxation is in force.</p> <p><u>1. O.M No. 31011/4/2007-Estt.(A) dated 02.05.2008</u></p> <p><u>2. O.M No. 31011/4/2007-Estt.(A) dated 23.04.2010</u></p> <p><u>3. O.M No. 31011/2/2003-Estt.(A) dated 18.06.2010</u></p>
3	Can a Govt. employee avail of air travel to NER/J&K in case of All India LTC if his Hometown and the Headquarters are at the same place?	Both NER and J&K scheme of LTC allow relaxation for air travel on All India LTC to all categories of employees to the extent specified in the DOP&T's O.M 31011/4/2007-Estt.(A) dated 02.05.2008 and DOP&T's O.M 31011/2/2003-Estt.(A) dated 18.06.2010 even if the Hometown and the Headquarters are same.
4	Whether Govt. servant who has already availed one Home Town LTC in the current block can avail LTC to visit NER?	Yes, he can avail it against All India LTC.
5	Can a Govt. servant avail the benefit of visiting NER/J&K twice in a particular block of 4 years?	Yes, a Govt. servant can visit NER/J&K by conversion of his HomeTown LTC and also by availing All India LTC subject to validity period of the scheme and fulfilling of other conditions.



6	Can a fresh recruit avail the benefit of Home Town conversion to NER/J&K?	A fresh recruit Govt. servant can also avail the benefit of Home Town conversion to NER/J&K against one of the three occasions of Home Town available to him in each block.
7	Can fresh recruit avail of conversion of Home Town to visit NER/J&K under the relaxation allowed for visiting NER/J&K?	Any Govt. employee can avail of the relaxation for visiting NER/J&K and convert one Home Town LTC for such visit in a block of 4 years as long as the relaxations continue. <u>1. O.M No. 31011/4/2007-Estt.(A) dated 02.05.2008</u> <u>2. O.M No. 31011/2/2003-Estt.(A) dated 18.06.2010</u>
8	Can a fresh recruit Govt. servant avail of All India LTC anytime during the 4 year block?	It can be availed only in the 4th occasion of the block and not at random.
9	Whether Carry over of LTC is allowed to fresh recruits?	Carry over of LTC is not allowed to fresh recruits as they are eligible for every year LTC for the first 8 years of service.
10	Who is a fresh recruit entitled for LTC every year?	A person who has joined service for the first time is treated as a fresh recruit for the first eight years. <u>O.M. No. 31011/4/2008-Estt.(A) dated 23.09.2008.</u>
11	How the LTC entitlements of fresh recruits are regulated in the first eight years?	On completion of one year, the fresh recruit can be allowed 3 Home Town LTC and 1 All India LTC in each block of Four years in the first 8 years. <u>O.M. No. 31011/4/2008-Estt.(A) dated 23.09.2008.</u>



12	Whether Dependent parents of fresh recruits can avail LTC for the journey from HomeTown to Headquarters and back?	No, the dependent parents of fresh recruits can not avail LTC for the journey from HomeTown to Headquarters and back.
13	Whether claims for reimbursement can be allowed for road journeys by bus/taxi or other vehicle operated by private operators?	LTC Rules do not permit reimbursement for journey by a private car (owned/borrowed/hired) or a bus/van or other vehicle owned by private operators. LTC facility shall be admissible only in respect of journeys performed in vehicles operated by Govt. or any Corporation in the Public sector run by the Central or State Govt. or a local body. Rule 12(2) of CCS(LTC) Rules,1988 read with- <u>DoPT's O.M. NO. 31011/4/2008-Estt.A dated 23 September, 2008</u>
14	Whether airfare of children whose full fare is charged by the airlines is reimbursed?	If full fare has been charged by the airlines and paid by the Government servant, the same will be reimbursed.
15	Can a Govt. servant use the service of travel agents for LTC purpose?	Yes, but it should be limited to M/s Balmer Lawrie and Company and M/s. Ashok Travels and Tours.
16	What is the definition of family for LTC?	For LTC purpose, family consists of (i) Spouse of the Govt. servant and two surviving unmarried children or Step children. (ii) Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with and wholly dependent on the Govt. servant. (iii) Parents and/or step parents residing with and wholly dependent on the Govt. servant. (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands and widowed sisters residing with and wholly dependent on the Govt. servant provided their parents are either not



		<p>alive and are themselves wholly dependent on the Govt. servant.</p> <p>Rule 4 of CCS(LTC) Rules,1988 read with</p> <p><u>O.M. No. 31011/4/2008- Estt.(A) dated 23.09.2008</u></p>
17	What are the dependency criteria?	<p>A member of family whose income from all sources, including pension, temporary increase in pension does not exceed Rs.3500 from 01.09.2008 and Dearness relief thereon is deemed to be wholly dependent on the Government servant.</p>
18	Can parents/children residing at other places avail LTC to visit the Govt. servant at Headquarters and go back?	<p>No, reimbursement of LTC claims being restricted to the entitlement for journey between Headquarters and place of visit, the amount reimbursable in such cases is nil.</p> <p><u>O.M. No. 31011/14/86-Estt.(A) dated 07.05.1987</u></p>

B. Bandyopadhyay

(B.Bandyopadhyay)

Under Secretary to the Government of India



No. 31011/8/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block New Delhi.
Dated September 19, 2017

OFFICE MEMORANDUM

Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.

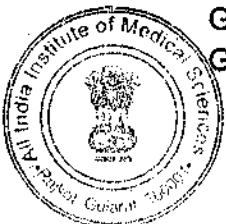
The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the 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.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, **except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix**, which is allowed in respect of TA only and not for LTC.

4. Further, the following conditions may also be noted:

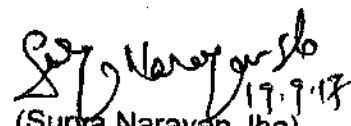
- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.



Contd...

From pre-page:

- v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
 - vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.
5. **This O.M. will take effect from July 1, 2017.**
6. Hindi version will follow.


(Surya Narayan Jha)
17.9.17

Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this OM on Department's website
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.



New Delhi, the 13th July 2017

OFFICE MEMORANDUM

Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.
3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc.
4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
5. The claims submitted in respect of journey made on or after 1st July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.
6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. These orders shall take effect from 01st July, 2017
8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.
9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.



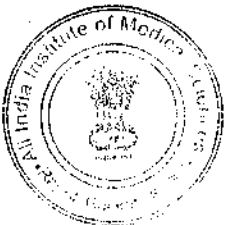
(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.



Annexure to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 10th July 2017.

In supersession of Department of Expenditure's O.M No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017

2. Entitlements for Journeys on Tour or Training

A.(i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 rd Class/Chair Car

(iii) The revised Travel entitlements are subject to following

- 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.
- 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.
- 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
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. International Travel Entitlement

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class



C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer if two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
4 and 5	
3 and below	Lowest class

(ii) 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 :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

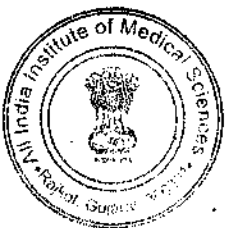
(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km ✓
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km ✓

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.



E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding ₹1000/- per day
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day. Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city. Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day. Reimbursement of non AC taxi charges of up to ₹225/- per day for travel within the city. Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day. Reimbursement of non AC taxi charges of up to ₹113/- per day for travel within the city. Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

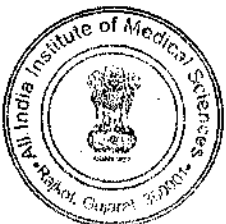
(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates), i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.



(vi) In case of stay/journey on Government ships, boats etc or journey to remote places or foot-mules etc for scientific/data collection purposes in organization like FSI Survey of India, GSI etc daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs

3. T.A. on Transfer

TA on Transfer includes 4 components (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance

(i) Travel Entitlements :

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No 10/2/98-IC & F No 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

(ii) Composite Transfer and Packing Grant (CTG) :

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.



Transportation of personal effects by road is as per kilometer basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4 T.A. Entitlement of Retiring Employees

TA on Retirement includes 4 components (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R. 147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

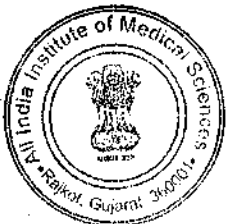
(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand etc. at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** :- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.



No. 31011/3/2018-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: October 8, 2020

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 — Relaxation to travel by air to visit North East Region, Union Territory of Jammu & Kashmir, Union Territory of Ladakh and Andaman & Nicobar Islands—extension beyond 25.09.2020.

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2018-Estt.A-IV dated 20.09.2018 regarding relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Union Territory of Jammu and Kashmir (J&K), Union Territory of Ladakh and Union Territory of Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2020 till 25th September, 2022 as under:

- (i) LTC for visiting NER, J&K, Ladakh and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K, Ladakh and A&N.
- (iii) Permission to undertake journey to J&K, Ladakh, NER and A&N by private airlines.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K/ Ladakh against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants, whose Home Town and Headquarters/ place of posting is the same, are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/ A&N/ J&K/ Ladakh. They are also allowed one additional conversion of Home Town LTC to visit UT of J&K/ UT of Ladakh in a block of four years.
- (iv) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
- (v) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors:

contd...2/-



From pre-page:

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

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar shall be undertaken as per their entitlement.

- (vi) Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC, as permitted.
- (vii) As regards the settlement of LTC cases where a non-entitled Government employee travels directly by air from his Headquarters to the destination in NER/ J&K/ Ladakh/ A&N, the clarification issued vide DoPT's O.M. No. 31011/3/2018-Estt.A-IV dated 20.06.2019 may also be referred to.
- (viii) Air tickets are 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 is authorized as per DoPT's O.M. No. 31011/6/2002- Estt.(A) dated 02.12.2009] while undertaking LTC journey. Booking of tickets through other agencies is not permitted and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.

3. Efforts should be made by the Government servants to book air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are 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.

4. In their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.


(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries
All Ministries/ Departments of the Government of India
(As per the standard list)



contd...3/-

From pre-page:

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.



No. 14028/4/2009-Estt.(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi, the 3rd June, 2009.

OFFICE MEMORANDUM

Subject:-Encashment of earned leave alongwith Leave Travel Concession while in service.

The undersigned is directed to refer to Rule 38-A of CCS(leave) Rules, 1972 regarding encashment of earned leave alongwith LTC while in service which says that Government servants are permitted to encash earned leave upto 10 days at the time of availing Leave Travel Concession subject to the condition that earned leave of at least an equivalent duration is also availed of by the Government servant simultaneously. This Department has been receiving a number of references from various Ministries/Departments to waive this condition citing practical problems faced by them as the facility of LTC is also admissible while availing Casual Leave.

2. The matter has been examined in this Department in consultation with the Ministry of Finance and it has now been decided to permit Government servants encashment of earned leave upto 10 days at the time of availing LTC without any linkage to the number of days and the nature of leave availed while proceeding on LTC.

3. These orders shall take effect from the date of issue.

4. Formal amendment to the provisions of CCS(Leave) Rules, 1972 are being issued separately.

5. Hindi version will follow.




(Simmi R. Nakra)
Director

To

All Ministries/Department of the Government of India.

No. 14028/4/2009-Estt.(L)

Dated the 3rd June, 2009.

Copy forwarded to:-

- (1) Office of the Comptroller & Auditor General of India.
- (2) Office of the Controller General of Accounts, Ministry of Finance.
- (3) Secretaries to Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/President's Sectt./ Vice-President's Sectt./ Prime Minister's Office/ Planning Commission.
- (4) All State Governments and Union Territories.
- (5) Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
- (6) All Members of Staff Side of the National Council of JCM/Departmental Council.
- (7) All Officers/Sections of DOPT/Deptt. of Administrative Reforms & Public Grievances/ Department of Pensions & Pensioners Welfarc/PESB.
- (8) Official Language Wing (Legislative Deptt.), Bhagwan Dass Road, New Delhi.
- (9) Railway Board, New Delhi.
- (10) NIC, DOPT - With the request to upload the O.M. on the website.
- (11) 50 spare copies.


(Simmi R. Nakra)
Director



F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Contd ...2

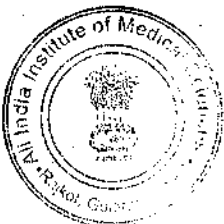


- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

Contd ...3



Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

on
29/8/22
(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.





APPLICATION FOR LTC & LTC ADVANCE

1.	Name of Employee	:	
2.	Designation/Department	:	
3.	Employee ID	:	
4.	Date of appointment	:	
5.	Pay Level	:	
6.	Home Town as declared in Service Book	:	
7.	Whether spouse is employed and if so whether entitled to LTC	:	Yes/No
8.	Nature of leave (Vacation/EL/CL etc)	: Fromto
9.	Particulars of LTC availed for		
	Previous Block years:.....	Current Block years:.....	
	(i) Home town / All India.....	(i) Home town / All India.....	
	(ii) Block Year.....	(ii) Block Year.....	
10.	Block year for which now proposed to avail	:
11.	(a) If concession is to visit anywhere in India, place to be visited.	:
	(b) Block year for which to be availed	:
12.	Single Rail fare/ Bus fare/ Air fare from headquarters to home town/ place of visit by shortest route. (If travelled by road, journey must be done through any Government transport only)	:	
13.	Address during LTC	:	
14.	Entitlement as per Rule (Road/Rail/Air)	:	
15.	Particulars of Employee & his/her family members availing facility (If employee is traveling under LTC, he/she should mention his/her name below.)		
	S.N	Name	Relationship
			DOB
			Age
			Married (Yes/No)
			Dependant (Yes/No)
16.	Total approximate cost of travel : Rs.	:	
17.	Amount of Advance requested (90% Sr. No.15) If yes, amount required	:	Yes/ No Rs.....
18.	Account No.	:	
19.	Encashment of EL required If yes, no. of days	:	Yes/ No From to

Encl: Copy of Leave sanctioned

Date :

Signature of Applicant



DECLARATION

- (i) I _____ hereby certify that above particulars furnished by me are true and correct.
- (ii) I also undertake to refund LTC advance in full immediately. in case of failure to perform proposed journey for which advance has been taken.
- (iii) I also declare that I will not visit other than place mentioned in application without obtaining prior approval of competent authority.
- (iv) I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as case maybe for my forward journey within 10 days or before commencement of journey whichever is earlier from date of drawing advance. I am aware that failure to comply with above requirement will entail recovery of advance in one lump sum from next drawl of my salary, together with penal interest @ 2 % over and above normal GPF interest.
- (v) I am aware that if I do not submit LTC bills within one month from date of return journey outstanding LTC advance is recoverable in one lump sum from my next salary together with penal interest@ 2% over and above normal GPF interest.
- (vi) I am also aware that my claim will be forfeited if I fail to submit bill within 3 months from date of completion of journey.
- (vii) That my spouse is not employed in government / That my Spouse is employed in Government Service and concession has not been availed of by him/her separately for himself/herself or for any of family members for concerned block of two years.
- (viii) Certified that my spouse for whom L.T.C. is claimed by me is employed in _____ (Name of 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 from his/her employer.
- (ix) Persons in respect of whom LTC is proposed to be availed are dependent on me.

Date:.....

Signature of Applicant

Official use only:

1. Details have been verified from record and recommended / not recommended of LTC & LTC advance of Rs. _____ in words _____

Dy Dir (Admin)

APPROVED/NOT APPROVED

1. LTC sanctioned /not sanctioned : Yes/No
2. LTC Advance sanctioned of Rs. _____

Executive Director

Office Order:

#AIIMS-Rajkot/..... /Empl. ID...../O.O./...../.....



Note: Approval/Permission for requested visit does not mean approval of requested amount. Expenditure will be reimbursed as per LTC Rules/Norms



Proforma for self-certification by the employee

1. I Dr/Mr./Mrs.(Name of the employee) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year..... to 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(s)	Age	Relationship with the Employee

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.

Date :

Signature of the Employee

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



LTC Guidelines

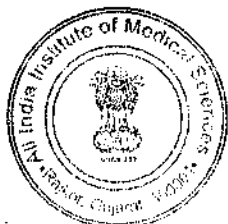
1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India 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 2022-23 and the current four year block is 2022-25.
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).
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 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 (For details, please refer to Ministry of Finance O.M. No. 1903011/2017.E.IV dated 13 Jul 2017).
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 an employee 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 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.

Cont 2/-



10. Employee may apply for advance for himself and/or his family members sixty days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawl 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. Employees entitled to travel by air are required to book the air tickets 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. (For details, please refer DoPT O.M. No. 31011/12/2022-Estt.A-IV, dated 29 Aug 2022).
14. 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. 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 Employee and his family members for which he/she is claiming the Leave Travel Concession.
16. 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"





अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

43 FORM G.A.R. 14-C

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR

(अवकाश यात्रा रियायत बिल खण्ड वर्ष के लिये.....)

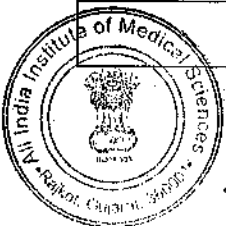
To
(सेवा में)
The Accounts Officer (Reimbursement)
लेखा अधिकारी (प्रतिपूर्ति),
Accounts Section
(लेखा विभाग)
All India Institute of Medical Sciences, Rajkot
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट

1. Name (नाम) : _____
2. Designation (पद) : _____
3. Pay level (वेतन स्तर) : _____
4. Headquarter (मुख्यालय): _____
5. Date of Joining (नियुक्ति दिनांक): _____
6. Nature and period of leave sanctioned : _____ from _____ to _____
(स्वीकृत अवकाश की प्रकृति और अवधि _____ से _____ तक)
7. Particulars of members of family in respect of whom the L.T.C. has been claimed
(परिवार के सदस्यों का विवरण जिनके सम्बन्ध में L.T.C. दावा किया गया है।)

S/NO (क्र.सं.)	NAME (S) (नाम)	AGE (आयु)	Relationship with the Government servant (सरकारी कर्मचारी के साथ सम्बन्ध)

8. Details of journey(s) performed by Government servant and the members of his/her family.
(सरकारी कर्मचारी और उसके परिवार के सदस्यों द्वारा की गई यात्रा का विवरण)

Departure		Arrival		Distance in kms	Mode of Travel & class of Accommodation used	No. of fares	Fare paid	Remarks
Date & time	From	Date & time.	To					



Amount of advance, if any, drawn ₹ _____
(अग्रिम राशि, यदि आहरित की गई हो ₹ _____)

1. Cash / Cheque (if Cheque, please mentioned cheque number and date) _____
रोकड़/चैक (यदि चैक है, कृपया चैक नम्बर और दिनांक उल्लेखित करें) _____
2. Particulars of journey(s) for which higher class of accommodation than the one or which the Government servant is entitled, was used. (Sanction No. & Date to be given).
(सरकारी कर्मचारी द्वारा यात्रा से उच्च श्रेणी में की गई यात्रा का विवरण)(स्वीकृति संख्या और दिनांक उल्लेखित करें)

Place		Mode of conveyance	Class to which entitled	Class by which Actually traveled	No. of fares	Fare paid
From	To					

3. Particulars of journey(s) performed by road between places connected by rail.
(रेलमार्ग द्वारा संयोजित स्थानों के बीच सड़क मार्ग से की गई यात्रा का विवरण)

Name of Place		Class to which entitled	Rail fare
From	To		

Certified that the (प्रमाणित किया जाता है कि):-

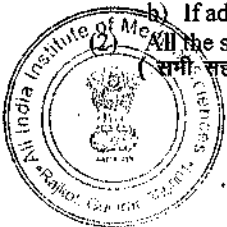
1. Information, as given above is true to the best of my knowledge and belief: and
(ऊपर दी गयी सूचनाएँ मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं: तथा)
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of _____ years.
(कि मेरे पति/पत्नि सरकारी सेवा में कार्यरत नहीं हैं/कि मेरे पति/पत्नि सरकारी सेवा में कार्यरत हैं और उनके द्वारा अलग से या उनके या परिवार के किसी भी सदस्य के लिये सम्बन्धित वर्ष खण्ड _____ के लिए रियायत का लाभ नहीं उठाया गया है)

Signature of Employee
(कर्मचारी के हस्ताक्षर)

Note: (1) Time limit for submission of claim (दावा प्रस्ताव हेतु समय सीमा):

- a) If advance ~~drawn~~ Within One Month from the date of completion of return journey.
b) If advance ~~not drawn~~ Within Three Months from the date of completion of return journey.

All the supporting documents i.e. tickets invoice bill should be self-certified.
(सभी सहायक दस्तावेज कर्ता टिकट/इन्वॉइस बिल स्व-प्रमाणित होने चाहिए।)





अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात
અખિલ ભારતીય આયુર્વિજ્ઞાન સંસ્થાન, રાજકોટ

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

CERTIFICATE GIVEN BY THE EMPLOYEE FOR L.T.C.

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block years
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children. The claim is in respect of the journey performed by my wife / myself with _____ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children / _____ children in respect of the block of two years 20_____ and 20_____. This claim is in respect of the journey performed by my wife / myself with _____ children / _____ children one of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year _____ in respect of block of two years 20_____ and 20_____. This claim is in respect of journey performed by me in the year 20_____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family is living away from place of work.
5. The journey has been performed by me / my wife with _____ children / _____ children to the declared home town viz. _____
6. That my husband / wife is not employed in Government:
That my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself or for any of the family members for the concerned block of two years.
7. Certified that my wife / husband for whom L.T.C. is claimed by me is employed in _____ (name of the Public Sector Undertaking / Corporation / Autonomous Body, etc.) which provide Leave Travel Concession facilities but he / she has not preferred and will not prefer any claim in this behalf to his / her employer.
8. Certified that my wife / husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body, financed by wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

Date:

SIGNATURE OF THE EMPLOYEE:

