

WELCOME

TO

SESSIONS

ON

Leave Travel Concession Scheme Of
Government Of India

Objectives:

- *At the end of the session, participants will be able to:*
- *Describe the salient features of the Leave Travel Concession Scheme of Govt. of India*
- *Define 'dependent family members', of a Govt Servant (GS) for availing the LTC facility.*
- *List the different types of LTC admissible to a Govt. Servant.*
- *Indicate the quantum of LTC entitlements to a fresh recruit to the Govt. Service.*
- *Identify the time limit prescribed for settlement of the LTC advance drawn by a GS.*
- *Explain the repercussion on making fraudulent LTC claims.*

RULE / AUTHORITY

- Instructions /Provisions enumerated under Central Civil Services (Leave Travel Concession) Rules 1988 , as amended from time to time , issued by Department of Personnel & Training, Government of India.

SCOPE – Salient features..

➤ Self & dependent family members*

✓ **Spouse** ..?

✓ **Two eldest surviving unmarried children** including step children and legally adopted children, and

✓ **Daughter(s)-** *Divorced / abandoned / separated from husband / widowed- and wholly dependent and residing* with Government employee.

✓ Children exceeding two as a result of second child birth resulting in multiple births (exceptional case)

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SCOPE....

✓ **Parents and step parents....**

- who are wholly dependent on the Government employee,
- irrespective of whether they are residing with the Government servant or not.

✓ **Siblings**

- unmarried minor **brothers** and unmarried/ divorced/ abandoned/ separated/ widowed **sisters..**
- residing with and wholly dependent on the Government employee,
- provided that their parents are either not alive or are themselves wholly dependent on the Government employee.

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Dependency criterion*..?

- A member of family whose income from all sources, including pension, temporary increase in pension does not exceed **minimum pension^ and Dearness relief (DR) thereon**, is deemed to be wholly dependent on the Government employee.
 - Condition of dependency - not applicable to spouse of the government employee.
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- **Dopt OM 31011/4/2004-Estt. (A) dated 23/9/2008*
 - *^presently Rs.9000/- per month as per 7th CPC*

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Scope..

- ✓ Employee – who has completed one year of **continuous** service on the date of journey.
- ✓ A government employee who is not eligible for travel by air –
- ✓ is he/she entitled for re-imbursement of airfare in respect of children aged less than 5 years whose full fare is charged by the airlines ?
- ✓ Not entitled for the reimbursement.^
- ✓ Any exception..?
- ✓ Special dispensation scheme.... Visit to NER., J&K^^..

[[^]DoPT OM O.M. No. 31011/3/2016-Estt. \(A-IV\), dated 16.05.2018](#)

[^{^^}DoPT O.M. No. 31011/3/2016-Estt.\(A.IV\), dated 29.04.2016.](#)

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Home Town..?

- means the town, or village or any place as such declared by the Government servant and accepted by the controlling officer*.
 - Home town declared initially and accepted by the office – can it be changed subsequently..?
 - Only Once in service life –
 - that too after detailed check by the appropriate authority (*GID 2 of Rule 5*)
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- **(4 (e) of CCS (LTC) Rules 1988*

A place in India*..?

- ✓ Will cover any place in India within the territory of India, whether it is on the mainland India or overseas.
- ✓ Visit to any place in India, on LTC, to be declared in advance^ .?
- ✓ .. concession is proposed to be availed...
- ✓ ... the intended place of visit shall be declared by the Government servant in advance to the controlling officer.
- ✓ Change in Place of visit allowed..?
- ✓ May be changed with the approval of the controlling officer before commencement of the journey, but not after...
- ✓ Any exception..?

Types /Kinds of LTC that can be availed by an employee

- **Home town –**
- Shall be admissible irrespective of the distance between the...Hqrs ..HT
- block of two calendar years - Counted from 1956-57.....
- Current block..?
- 2022-25
- If employee's family living away from the employee's Hqrs...?
- Then the Employee can avail the facility every year...
- Home town outside India-
- Upto & from nearest railway station/ port near to the home town

SALIENT FEATURES....

- Leave encashment allowed..?
- ✓ Yes.. Ten (10) days on each occasion ...
- ✓ Maximum Sixty (60) days in Service...
- Also during leave preparatory to retirement...
- ✓ provided the return journey is/ to be completed before expiry of the leave (period).
- Not to be included while computing the maximum days for leave encashment on retirement.

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- To visit any place in India –
- Once in a block of four calendar years- Counted from 1974-77 –
- Current block.. ?
- 2022-25
- Reimbursement of the to & fro fare by Rail/air/road/steamer- as entitled..
- Restricted to /by the Shortest direct route.
- When the employee is residing away from hqrs. ?
- Reimbursement of fare restricted as per orders in force.

OTHER FEATURES....

- Can it be combined with official tour ?
- Permissible.
- Advance admissible ?
- Yes, upto 90% of the estimated admissible fare
- **Single handicapped employee –**
- Private escort permitted provided no adult family member is there in the family to escort the employee /Govt. Servant.
- Employee/ Govt.Servant is a PwBD... Mode of travel/journey..?

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OTHER FEATURES....

- Not admissible in the case of..
- Employee under suspension ..
- Concession admissible to suspended GS's. family members only
- Spouse - employed with Indian Railways - ?
- Rules modified wef 1/1/2016 ?
- Employee proceeds on leave and resigns the post without returning to resume the duty.. Then ?

SALIENT FEATURES..... **SPECIAL CONCESSIONS**

- Employee – a PwBD .. LTC admissible ?
- Dependent family member ?
- Can perform journey by own car or hired private taxi.
- Claim restricted to actuals or by entitled mode/class, as per existing orders.

special concessions:

- Employees **deputed** to North Eastern Region ?
- Not availed transfer T A
- Entitled for LTC(H.T.) Once in two years, or
- LTC for self once a year + LTC for the family members to visit him/her at duty station, once a year...
- In addition emergency passage on two occasions – as per the entitlement.

Source: Central Civil Services (Leave Travel Concession) Rules 1988- GOI.DOPT Notification No.31011/10-85-Estt(A) dt 03-05-1988 –S.O. 1525- in Gazette of India – dt 23 May 1988

CONTD.....

Scope/Features...

- ✓ Break in Service ..impact..?
- ✓ Affects the eligibility.....
- ✓ Admissible during weekends..?
- ✓ Cannot be availed on weekend only
- ✓ Can be availed during all kinds of leave including study leave, special casual leave,
- ✓ LTC during child care leave ?

LTC – FRESH RECRUITS TO CENTRAL GOVT.*

- Allowed to travel to home town on three occasions in a block of four years along with their families , and
- To any place in India **on the fourth occasion.**
- Calculated calendar year wise-
- Wef. Date of completion of one year of regular service
- Admissible only for the first two blocks of four years
- Applicable for joining the govt. for the first time

CONTD....

LTC – FRESH RECRUITS....

- Block of four years **apply wrt. initial date of joining** the govt.
 - Existing blocks remain same
 - Entitlements of new recruits- different in the first eight years of service.
 - In the first eight year – no carry over of the LTC permitted
 - Thereafter under normal rules
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- Source- GOI.DOPT OM No.31011/4/2008-Estt.(A) dt.23 September 2008 & OM dt.31011/7/2013-Estt.(A) dt.26 Sep.2014

Situation-1*

Government employees whose Headquarters/Place of posting and Home Town are the same.

Block Year	Previous Block Year 2018-21	Current Block Year 2022-25	Next Block Year 2026-29
Entitlement of the employee	ANY PLACE in INDIA	ANY PLACE in INDIA	ANY PLACE in INDIA

**DoPT OM F.No.31011/07/2025 PP.A-IV dated 01 July, 2025 (first July twenty five)*

Government employees whose Headquarters/Place of posting and Home Town are different.*

Current Block Year 2022-25

	Employee Choice	Sub Block 2022-23	Sub Block 2024-25
Entitlement of the employee	OPTION 1	HOME TOWN	ANY PLACE in INDIA
	OPTION 2	ANY PLACE in INDIA	HOME TOWN

**DoPT OM F.No.31011/07/2025 PPA-IV dated 01 July, 2025 (first July twenty five)*

?

- Time to address, left out query, if any, on the topic discussed.
- Summing up...
- Extended learning –
- Source – website of persmin.nic.in (DoPT)
- Should you require further guidance on the topic / subject?
- Mail the detail to: trainermurthy@gmail.com

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THANKS
FOR
YOUR PARTICIPATION