

# CCS(LTC) RULES

## SESSION OVERVIEW

- To familiarize the participants with the various provisions of the CCS (LTC) Rules, 1988.
- Correct understanding and application of the CCS (LTC) Rules.
- Widen learner's knowledge in matters of LTC.

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- Eligibility
  - Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.
  - Government Servants whose spouses are working in Indian Airlines/National Airlines not eligible for LTC.
  - If an official is under suspension, the concession is admissible to only family members.

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- When both husband and wife are G.S., then -
  - (a) they can declare separate home towns independently;
  - (b) they can claim LTC for their respective families separately viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;

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- (c) Either of the parents can claim the concession for the children in a particular block;
- (d) The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

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## ■ Family means –

- (a) The government servant's wife or husband and two surviving unmarried children or step children wholly dependent on the G.S., irrespective of whether they are residing with the G.S. or not.
- (b) Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the G.S. and wholly dependent on the G.S.

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(c) Parents and/or step parents (step father/step mother) wholly dependent on the G.S, whether residing with the G.S. or not.

(d) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the G.S., provided their parents are either not alive or are themselves wholly dependent on the G.S.

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## Explanations –

- 1.The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) those employees who already have more than two children prior to 20.10.1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.
- 2.Only one wife is included in the term ‘Family’ for LTC Rules. However, if a G.S. has two legally wedded wives and the second marriage is with the specific permission of the Government, the

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second wife shall also be included in the definition of family.

3. It is not necessary for the parents/step-parents/spouse/children to reside with the G.S. so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters of the G.S. and the home town/place of visit, whichever is less.



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4. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term 'Family'.
5. A member of the family whose income from all sources does not exceed the amount of minimum family pension prescribed in the C.G. i.e. Rs.3500/- p.m. and DR thereon is deemed to be wholly dependent on the G.S.
6. Husband and wife is one unit for the purpose of LTC and hence the condition of dependency is not applicable.

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## Salient Points –

1. Concession can be availed of for self and family separately on different occasions, even in different calendar years for the same block.
2. Family can travel in one or more groups ; but each group should complete its return journey within six months from the date of its outward journey.
3. Circular tour tickets can be availed of in conjunction with the concession.

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4. Can be availed of during any leave including study leave, casual leave and special casual leave but not admissible during child care leave.

*Carry forward* – Concession for one block can be carried forward to the first year of the next block i.e., the outward journey for 2014-15 block can be performed up to 31.12.2016. Employees entitled to home town for self alone every year cannot carry forward the concession.

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5. Some members of family may avail the concession to home town while others may avail the same for 'anywhere in India' in the same two year block.
6. Fresh recruits to C.G. 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 is available to the employees only for the first two blocks of four years after joining service for the first time. The blocks of

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4 years will apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. Those who have not completed eight years of service as on 01.09.2008 are also eligible for the concession.

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Concession for one way journey – The concession is admissible to the members of family of a G.S. With reference to the facts existing at the time of forward and return journeys independently.

Entitlement for Outward journey-

- 1.The dependent son/daughter getting employment or getting married after going to home town or remaining there for prosecution of studies.

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2. The family having performed the journey to home town have no intention of completing the return journey from home town, provided the G.S. Forgoes in writing the concession.

Entitlement for Return Journey –

1. A newly married husband/wife coming from home town to Hqrs. Station or a husband/wife who has been living at home town and did not avail of the LTC in respect of the outward journey.

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- 2.A dependent son/daughter returning with parents or coming alone from home town where he/she has been prosecuting studies or living with grandparents etc.
- 3.A child who was previously below five years of age but has completed five at the time of return journey.
- 4.A child legally adopted by a G.S. While staying in the home town.



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Criterion for determining home town –

- (a) Initial declaration- The declaration made by the GS initially may be accepted.
- (b) Change of home town-
- (c) The declaration of home town once made shall be treated as final. In exceptional circumstances, the HOD may authorize a change in such declaration, provided that such a change shall not be made more than once during the service of the GS.
- (d) A detailed check may be applied when GS seeks a change. The following criteria may be applied:-

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- (ii) Whether the GS owns residential property in that place;
- (iii) Whether his near relations are permanently residing in that place;
- (iv) Whether prior to his entry into government service, the GS had been living there for some years.

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

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## Entitlements –

### (A) Journey by Air/Rail/Steamer

Entitled officers and their families may travel, only by Air India. The reimbursement of the expenses on air travel has to be restricted to the cost of travel by economy class irrespective of entitlement.

Air journey by non-entitled officers (both national and private airlines) between places connected by train is allowed. Reimbursement would be restricted to the fare of the entitled class by train

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(including Rajdhani / Shatabdi) subject to conditions prescribed.

Restriction of travel by Air India only need not apply to non-entitled officers who travel by air and claim LTC reimbursement by entitled class of rail.

G.S. serving in Ladakh region, his spouse/her spouse and two dependent children (up to 18 years for boys and 24 years for girls), air travel is admissible between Leh and Srinagar/Jammu/Chandigarh during Winters.

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- Air ticket should be purchased directly from Airlines booking counters or website of airlines or through Authorised Travel Agents viz., M/S Balmer Lawrie and Company, M/S Ashok Travels and Tours and IRCTC.
- (B) Journey by Road –Re-imbusement admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in public sector run by the C.G. or a local body.

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HOD can allow the use of own car/hired taxi on account of physical handicap/disability of the G.S. or his/her dependent family members. Claim will be restricted to actual expenses limited to journey performed by the entitled class by rail/air by the shortest route.

When the journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/cheapest route and lower class rate.<sup>22</sup>

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## LTC to home town outside India

In cases where the home town of the GS is outside India, Government's assistance will be limited to the share of fares for journeys –

(a) up to and from the railway station nearest to the home town.

(b) from the railway station for the nearest port of embarkation/disembarkation in India.

Family can perform journey separately.

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## Reimbursement –

1. Fares for journeys between duty station and home town, both ways, will be reimbursed in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and home town, both ways, restricted to that from duty station to home town and back will be reimbursed in full.

2. Reservation charges are reimbursable. Charges for booking of tickets through internet/e-ticketing & ST, E-Care reimbursable.



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## Reimbursement –

Shall not be admissible for journey performed by a private car (owned, borrowed or hired) or a bus, van or other vehicle owned by private operators.

For travel between places not connected by any means of transport, a GS can avail of animal transport like pony, elephant, camel etc. In such cases, mileage allowance will be admissible.

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Advance –

Up to 90% of the fare can be taken. Admissible for both outward and return journey.

The official should furnish rail tickets, PNR Nos., etc., to C.A. within 10 days of drawal of advance.

Advance can be drawn separately for self and family.

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Grade Pay	Air	Rail	Road
10000 and above and those in HAG+ and above	Business/Club Class	AC I Class	AC Taxi/Ordinary Taxi/Autorickshaw/own scooter/Motor Cycle/Moped/Any public bus including AC bus
7600,7800 and 8900	Economy Class	AC I Class	Same as above except AC Taxi
5400,6600	-do-	AC II Tier	-do
4200,4600, 4800	-	AC III Tier/AC chair car	-d0-
2400 & above but less than 4200	-	First class/AC III/Chair car	Autorickshaw/own scooter/Motor Cycle/Moped/Any public bus except AC bus
Below 2400	-	-do-	-do-/ordinary public bus

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Accommodation entitlements for travel between the mainland and A&N Group of Islands and Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited -

Officers drawing Grade Pay	Entitlement
5400 and above and those in pay scales of HAG+ and above	Deluxe Class
4200,4600 and 4800	First/'A' Cabin Class
2400 and 2800	Second/'B' Cabin Class
Below 2400	Bunk Class

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## Journeys by river steamer

Officers drawing Grade Pay	Entitlement
5400 and above and those in pay scales of HAG+ and above	Highest Class
4200,4600 and 4800	If there be two classes only on steamer, the lower class
2400 and 2800	If there be two classes only on steamer, the lower class. If there be three classes, the middle of second class. If there be four classes, the third class
Below 2400	The lowest class

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Claim –

1. When advance is taken –

- (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

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(b) When claim submitted within stipulated time but unutilised portion of advance not refunded, interest is chargeable on that amount from the date of drawal of advance to the date of recovery.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey, failing which it will be forfeited.

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## LTC to Home Town –

Home town once declared is treated as final. In exception cases, the HOD may authorise change, only once during entire service.

Admissible once in a block of two calendar years. The blocks are 2014-15, 2016-17 and so on.

An employee can avail for himself every year.



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LTC to any place in India –

1. Admissible in lieu of one of the two journeys to home town in a block of four years.
2. Can travel to any place in India.
3. Officials availing LTC to Home Town for self alone once every year are not entitled to LTC to anywhere in India.
4. Intended place of visit should be declared in advance to the C.A.

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Any change in the declared place of visit should be intimated to the C.A. before commencement of journey. The C.A. Can admit change of destination where the request could not be made due to reasons beyond the control of the official.

Concessions not availed in a block year can be carried forward to the first year of the next block.

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LTC for escort –

Admissible to an escort accompanying a handicapped G.S. provided that –

- (a) Nature of physical disability necessitates an escort.
- (b) The G.S. does not have any adult family member.
- (c) Any other employee entitled for LTC does not accompany the G.S. on the journey.
- (d) Prior approval of HOD should be obtained.

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Misuse of LTC –

1. Disciplinary action will be taken and during the pendency, the disputed claim will be withheld and further LTC will not be allowed.
2. When disciplinary proceedings are over, if found not guilty – the withheld claim will be admitted and any LTC which fell due but not allowed will be allowed as additional sets in the future blocks. Such additional sets should be availed before the date of superannuation.

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3.If found guilty –

(a)the withheld claim will be disallowed.

(b)next two sets – one to home town and one to any place in India will be forfeited and;

In case of grave misuse, the C.A. may disallow even more than two sets; in addition to any penalty under disciplinary rules.

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Encashment of EL during LTC –

1. Limited to 10 days of EL on once occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
2. Will not be deducted while computing the maximum admissible for encashment at the time of quitting service.
3. The balance at credit should not be less than 30 days after deducting the total of leave if

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availed plus leave for which encashment was availed.

4. Where both husband and wife are government servants, encashment of leave is available to both subject to maximum of 60 days to each of them.
5. If the G.S. Fails to avail the LTC within prescribed time, he should refund the entire amount of leave encashment along with interest – 2% above GPF interest.

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6. GS who are availing LTC facilities provided to their spouses employed in PSUs/Corporation/Autonomous Bodies are also entitled to leave encashment.
7. A re-employed pensioner if he is entitled to LTC can avail encashment of leave upto the limit of 60 days including the number of days already availed for encashment for LTC while in service.



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That's all

Thanks!!!!