

**WELCOME
TO
THE SESSION
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 the term, dependent family members, for availing the LTC*
- *List the different types of LTC admissible to a Govt. Servant*
- *Describe the concession admissible in special cases.*
- *Explain the entitlements of a fresh recruit to the Govt. Service.*
- *Explain the time limit for settlement of the LTC advance drawn.*
- *Explain the repercussion on fraudulent 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*
- ✓ Employee – who has completed one year of **continuous** service on the date of journey.
- ✓ Break in Service affects the eligibility
- ✓ Cannot be availed on weekend only
- ✓ Can be availed during all kinds of leave including study leave, special casual leave, **child care leave**.

* EXCEPTION CLAUSE APPLIES

CONTD.....

SALIENT FEATURES....

- ✓ Leave encashment – yes..
- ✓ Max 60 days in service...
- ✓ Not to be included while computing the maximum days for leave encashment on retirement.
- ✓ Also during leave preparatory to retirement... provided the return journey is/ to be completed before expiry of the leave (period).

CONTD.....

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

- **Home town*** – block of two calendar years
- Counted from 1956-57..... Current block *.....
- If employee's family living away from the employee's Hqrs...?
- Then the Employee can avail the facility every year...
- If he/she forgoes the LTC for family , loses right to the other admissible LTC*.
- Home town outside India-
- Upto & from nearest railway station/ port near to the home town

Types/Kinds of LTC.....

- To visit any place in India –
- Once in a block of four calendar years- Counted from 1974-77 –
- Current block **2014-2017***
- 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 him/her.

CONTD.....

OTHER FEATURES....

- Not admissible in the case of..
- Employee under suspension ..
- Concession admissible to family members only
- Spouse employed with Indian Railways/ National Airlines..?
- Eligibility -Modified wef. 1/1/2016
- Employee proceeds on leave and resigns the post without returning to resume the duty.. ?

CONTD.....

SALIENT FEATURES..... SPECIAL CONCESSIONS

- Disabled employee ?
- 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

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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.....

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- When..
- 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

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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

- 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

?

- Have I understood the topic..?
- Let us attempt a task to reinforce the learning../ apply the provisions.

?

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

**THANKS
FOR
YOUR PARTICIPATION**