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**APPLICATION FORM FOR GRANT OF LEAVE/LEAVE TRAVEL CONCESSION
FOR THE FACULTY MEMBERS AT DR. RMLIMS, LUCKNOW**

01.	Name of the Faculty Member			
02.	Designation & Department			
03.	Nos. of days & period of the leave required (in the case of the Officer himself/herself wants to avail LTC)			
04.	Nature of leave required (Casual leave/Earned leave etc.)			
05.	Whether L.T.C. is required to visit Home – Town or within India (Name of the place be indicated) by indicating the Block Year.			
06.	Whether L.T.C. is required for self/family members (Name of the family members, age & relationship with the applying person be indicated. If his/her spouse works in Government Offices a certificate from the employer of spouse is required that he/she has not availed L.T.C. for the Block Year so requested. If the Certificate is not available, then, the applying person should certify that his/her spouse has not availed L.T.C. for the Block Year so, requested.	Name	Age	Relationship
07.	Similarly a certificate is required that his/her other family members e.g. Mother/Father/Son & Daughter etc. are dependent and the total income does, not exceed more than of Rs. 3500/- per month including stipend or pension, temporary increase in pension but excluding Dearness Relief on him/her and they have not availed L.T.C. for the Block Year so required.			
08.	Whether encashment of Earned Leave is required. If yes, specify no. of days.			
Note : - The In-Laws are not entitled to L.T.C. according to L.T.C. Rules.				

Dated:

Signature of the Faculty Member

**Recommendations/remarks
Of the Chief/Head of the Department**

Guidelines for availing LTC

Eligibility:

Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

Employees whose spouses are working in Indian Railways/National Airlines are not eligible for LTC.

'Family' means:-

- i) Wife, husband, parents, unmarried children (two) of the Government Servant wholly dependent* on the employee irrespective of whether they are residing with him/her or not;
- ii) Married daughters divorced /separated from their husbands and widowed wholly dependent* on the employee.
- iii) Unmarried minor brothers as well as unmarried, divorced, separated from their husbands or widowed sisters residing with and wholly dependent* on the employee provided their parents are either not alive or themselves wholly dependent on Govt. Servant.

*A member of the family whose income from all sources, including stipend, pension, but excluding Dearness Relief does not exceed Rs 3,500/- p.m. is deemed to be wholly dependent

Notes:

1. Dependent condition does not apply to the Govt. Servant's spouse.
2. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.
3. 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.
4. Can be availed of during any leave including study leave, casual leave and special casual leave.
5. Concession for one block can be carried forward to the first year of the next block.

Journey

By Air: Journey by Air is permitted to all entitled employees by LTC rules under the following conditions:

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC

LTC for J&K:

Relaxation to travel by Private Airlines to visit J &K while availing LTC is available.
(Refer attached Pdf)

By Road: Entitlement will be the same as for tour/transfer. Reimbursement admissible only in respect of journeys performed by vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or local body.

By Rail: All employees are entitled to travel by Rail by entitled class by the shortest route to the destination

Types of LTC

(a) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the Government servant and his hometown, once in a block of two calendar years.

(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.

Provided that in the case of a Government servant to whom leave travel concession to hometown 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 hometown available to him at the time of commencement of the journey;

(c) A Government servant residing leaving his family at his home town can avail LTC every year to visit his home town by forgoing All India LTC for self and home town/ All India LTC for family

(For visit to Jammu & Kashmir, North East Region and Andaman & Nicobar please refer to the attached GOI OM)

Note:

From 1-09-2008 Fresh recruits to 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 facility shall be available to the Government employees only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall 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. All other provisions concerning frequency of travel under LTC are retained.

Admissibility

During Leave only: The concession can be availed during / Earned leave / casual leave / special casual leave / vacation leave / study leave / Maternity leave / paternity leave. LTC during Leave Preparatory to Retirement (LPR) is permissible if the journey is completed before retirement. (So, leave is mandatory for availing the LTC). LTC cannot be availed during Child Care Leave

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.

Encashment of Earned Leave along with LTC

Government employees are allowed to encash maximum ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

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.

Advance:

Upto 90% of the fare can be taken. Advance admissible for both outward and return journey if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

Commencement of the journey

Journeys for both the types of LTCs can commence from a place other than Headquarters and also terminate at that place but the concession will be limited to the journey between Headquarters and the place of visit.

Visit to the declared place essential:

Visit to the declared Home town or the declared place of visit for any place in India is an essential condition. LTC claim will not be allowed if place declared is not visited.

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. In case of advance drawn the claim should be submitted within one month from the date of return otherwise the amount in advance will be recovered and the claim may be accepted within three months of time from the return journey failing which the claim will be forfeited.

Interpretation.-

This is a very brief summary LTC Rules and Regulations prepared keeping in mind the FAQ by faculty members. The complete rules and regulation can be obtained from DoPT.

For recent circulars on LTC please visit

http://ccis.nic.in/CP_Circular_Report.asp?MinCode=2&DepCode=2&DivCode=4&SecCode=%280%29&CNCode=1&MctCode=3&SctCode=28&ArchCode=2

No. 31011/ 7/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 28th November, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by private airlines to visit J&K.**

The undersigned is directed to refer to this Ministry's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26th September, 2014. It has been decided that the Government servants while availing Leave Travel Concession (LTC) to Jammu and Kashmir (J&K) under the special dispensation scheme allowed by the aforesaid O.M. may also travel by private airlines subject to the following conditions:-

- (i) Officers entitled to travel by air may also travel by private airlines from their headquarters;
 - (ii) Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi / Amritsar and any place in J&K.
2. Air travel by private airlines is to be performed in Economy Class only and at LTC-80 fare of Air India or less.
3. Air Tickets 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.
4. All other conditions prescribed in this Ministry's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26.09.2014 would continue to apply.
5. The order will remain in force for a period of one year from the date of issue of this order.

10/-
(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To

All Ministries/ Departments of the Government of India.

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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 Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
10. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001

No. 31011/ 3/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 26th September, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by air to visit NER, J&K and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K

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

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

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From pre-page:

- (vi) Air Tickets 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.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
3. 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 staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

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

To

All Ministries/ Departments of the Government of India.