

## LEAVE TRAVEL CONCESSION BILLS

The leave travel concession will cover the Government servant his/her family as defined under LTC Rules, 1988.

### Types of LTC/Block years

- To visit Home Town – allowed one in a two-year block. Two year block begins with 1956-57.
- To visit any place in India – allowed once in four years in lieu of two Home town LTCs available in that block. The four year block will commence, eg. 1998-2001, 2002-2005, etc.
- Can avail Home town LTC during each of the two-year blocks or Home town LTC during one block and All India LTC during other.

### Grace Period

If LTC of either type not availed till end of the particular 2 year block, it can be availed in the succeeding year. Date of outward journey is reckoned for this purpose.

### Prior intimation

Prior intimation is necessary before availing LTC. The intended place of visit shall be declared by the Government servant in advance to his controlling officer. The declared place of visit after commencement of journey cannot be changed except under exceptional circumstances.

### Shortest route

LTC will be limited to the journey between Headquarters and place of visit and shortest direct route as given in SR 30 and orders issued thereunder from time to time.

### Sanctioning authority

LTC Advance may be sanctioned by the Head of Office.

## Leave

Should avail regular leave of at least one day, may be even Casual Leave.

For those serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

## Encashment of Earned Leave

- 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.
- No linkage to the number of days and the nature of leave availed while proceeding on LTC.

## Entitlement

- Same as that of official tour/transfer without daily allowance.
- Only in respect of journeys performed in vehicles operated by the Government of Corporation in the public sector run by the Government or local body.
- For non entitled officers air journey by private airlines is permitted but shall be restricted to entitled mode.
- 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 Journey performed in contract carriage is not admissible.
- Reimbursement shall be admissible for journey by stage carrier.

- Tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing LTC facilities provided the ITDC/State Tourism Development Corporations certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the LTC.

#### Production of evidence

- Production of evidence of having actually performed the journey, for example, serial numbers of railway tickets, etc.

#### 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.

#### Advance and Adjustment

- 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.