



# भारतीय पेट्रोलियम और ऊर्जा संस्थान Indian Institute of Petroleum & Energy

## LTC Guidelines

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### 1. Objective

To facilitate Institute employees, the benefit of Leave Travel Concession (LTC) as admissible to the Central Government employees.

### 2. Admissibility

- (a) An employee with one year of continuous service on the date of journey performed by him/ his family is eligible for leave travel concession.
- (b) The Institute employees, whose spouse is in working in Indian Railways, are allowed the facility of LTC in lieu of their free passes on certain conditions as prescribed by the Government of India therein.
- (c) Period of unauthorized absence, declared under FR-17-A, will be treated as break in service for calculating the continuous period of service unless the same is condoned by the competent authority.
- (d) If an employee is under suspension, the concession is admissible only to his/ her family members.
- (e) If both husband & wife are Central Government Employees
  - i. They can declare separate Home towns independently.
  - ii. They can claim LTC for their respective families viz, while the husband can claim for his parents/ minor brothers/minor sisters, the wife can claim for her parents/minor brothers/ sisters.
  - iii. Either of the parents can claim the concession for the children in a particular block.
  - iv. The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

### 3. Scope

LTC will cover the employee and his/her family.

#### (a) Family means

- i. The institute employee's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the employee, irrespective of whether they are residing with the employee or not.
- ii. Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the employee and wholly dependent on the employee.

- iii. Parents and/ or step-parents (stepfather and stepmother) wholly dependent on the employee, whether residing with the employee or not.
- iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.
- v. 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.
- vi. Only one wife is included in the term "Family" for LTC Rules. However, if the employee has two legally wedded wives and the second marriage is with the specific permission of the Competent Authority, the second wife shall also be included in the definition of "Family".
- vii. It is not necessary for the spouse and children to reside with the staff 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 employee (Visakhapatnam) and the Home Town /place of visit, whichever is less.
- viii. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".
- ix. A member of the family whose income from all sources, including stipend or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs. 9000/- p.m. is deemed to be wholly dependent on the employee
- x. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

#### 4. Salient points

- (a) Every employee should declare his/ her hometown for availing LTC. In exceptional circumstances, only once during the entire service, the employee is permitted for a change in such declaration.
- (b) When it is proposed to avail All India LTC, the employee has to declare the place of visit to the Controlling Authority in advance. Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the concerned employee, the Competent Authority can admit the change of destination.
- (c) Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.
- (d) 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.
- (e) LTC can be combined with transfer/tour.
- (f) LTC cannot be availed of during closed holidays only, without taking any leave
- (g) LTC can be availed of during any leave including study leave, casual leave and special casual leave.
- (h) During study leave, LTC can be availed from place of study to home town/ any place in India but reimbursement will be restricted to fare admissible between headquarters and home town / place of visit or actual expenditure, whichever is less. When family members is residing with the employee at the place of his study, same as applicable to the self, as stated supra. When family is not residing at the place of study, reimbursement will be as under normal LTC rules.
- (i) Concession for one block can be carried forward to the first year of the next block. Employees entitled to LTC to Home town for self alone every year cannot carry forward the concession.

- (j) Home town concession by some members of the family and “anywhere in India” by others in the same two-year block permissible. Some member 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.
- (k) When Spouse/ dependent children residing away from the Government servant’s Headquarters, the claim will be limited to the amount admissible from the employee’s headquarters (Visakhapatnam) to the declared place of visit.
- (l) The employee and his/ her family can visit either the same place or different places.
- (m) Journey by Air/ Rail/ Steamer is so applicable as on Tour/ transfer but the facility of Air travel for LTC is admissible only from Level-9.
- (n) The employee entitled to travel by air must travel by Air India only at LTC fare or less. Employees not entitled to travel by air may travel by any airlines but reimbursement will be restricted to the fare of the entitled class or actuals, whichever is less.
- (o) Booking of tickets is to be done directly through airlines (at booking counters/office, website of airlines) or through approved travel agencies only viz Balmer and Lawrie Company Ltd, Ashoka Travels and Tours and IRCTC.
- (p) If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by ‘own arrangement’ (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle)
- (q) Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers

## 5. Encashment of EL during LTC

Encashment of earned leave while availing LTC is admissible subject to the following conditions.

- (a) Limited to 10 days of Earned Leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
- (b) The encashment availed at the time of availing LTC will not be taken into account while computing the maximum no. of days admissible for encashment at the time of quitting service.
- (c) The balance of EL at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

## 6. Types of LTC

### (a) LTC to Home Town

- i. Admissible to all regular employees of the Institute irrespective of the distance involved.
- ii. Admissible once in a block of two calendar years. The present blocks are 2020-2021, 2022-2023 and so on.
- iii. An employee whose family lives away from his/ her headquarters can avail this concession for himself/ herself every year in lieu of having it for both self and family once in two years.
- iv. Employees whose headquarters and home town are same are not eligible for home town LTC.

### (b) LTC to any place in India

- i. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years.
- ii. The present block is 2018-2021.
- iii. Officials availing LTC to Home town for self alone once every year, are not entitled to LTC to anywhere in India.

(c) **Entitlement of a fresh Recruit**

- i. Fresh recruits 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 for the first two blocks of four years after joining the Government service/institute for the first time.
- ii. The first two blocks of four years will apply with reference to the initial date of joining. The first two blocks of four years will be personal to them. On completion of eight years they will be treated at par with other regular employees for LTC.
- iii. No carry-over of LTC is allowed for a fresh recruit. A fresh recruit whose home town and headquarters are same cannot avail LTC to home town

The illustration for LTC eligibility for fresh recruits is given below:- Consider, the employee joined on 01st August, 2019. As per LTC Rules, he/ she is eligible for LTC after completion of one year of regular service, i.e. 01st August, 2020. His LTC entitlements for Home Town/ Any where in India are as follows

	<u>Year of LTC</u>	<u>Type of LTC</u>	<u>LTC Occasion</u>		
Running block of 4 years	01.08.2019 – 31.07.2020	Nil	--	1 <sup>st</sup> Block of 4 years	
	01.08.2020 – 31.12.2020	Home Town	1 <sup>st</sup>		
	01.01.2021 – 31.12.2021	Home Town	2 <sup>nd</sup>		
	01.01.2022 – 31.12.2022	Home Town	3 <sup>rd</sup>		
Envisaged block of next 4 years	01.01.2023 – 31.12.2023	Any place in India	4 <sup>th</sup>		2 <sup>nd</sup> Block of 4 years
	01.01.2024 – 31.12.2024	Home Town	5 <sup>th</sup>		
	01.01.2025 – 31.12.2025	Home Town	6 <sup>th</sup>		
	01.01.2026 – 31.12.2026	Home Town	7 <sup>th</sup>		
Envisaged block of next 4 years	01.01.2027 – 31.12.2027	Any place in India	8 <sup>th</sup>		
	01.01.2028 – 31.12.2029	Home Town	--		
	01.01.2030 – 31.12.2033	New regular LTC Block	--		

After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two-year block (e.g. 2028 – 2029) of the running four-year block (2026

-2029), he/she will be eligible for the “Home Town” LTC in that block if he/she avails of ‘Any place in India’ LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he/she has a choice to avail either ‘Any place in India’ or ‘Home Town’ LTC in the following two year block ( i.e. in 2028-2029).

## 7. Misuse of LTC

- (a) For misuse of the provisions of LTC, disciplinary action will be taken and during the pendency of such disciplinary action,
  - i. The disputed claim will be withheld; and
  - ii. Further LTC facility will not be allowed.
- (b) When disciplinary proceedings are over-
  - A. If found not guilty**
    - i. the withheld claim will be admitted; and
    - ii. any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of un-availed LTC. Such additional set(s) also should be availed before the date of superannuation.
  - B. If found guilty**
    - i. the withheld claim will be disallowed;
    - ii. next two sets – one to Home town and one to any place in India –will be forfeited; and;
    - iii. in case of grave misuse, the Competent Authority may disallow even more than two sets of LTC.
- (c) In addition to the above, any penalty under disciplinary rules is also be imposed.

## 8. Reimbursement

- (a) No daily allowance shall be admissible on LTC.
- (b) Any incidental expenses and expenditure on local journeys shall not be admissible.
- (c) Fares for journeys between duty station and Home town, both ways, will be reimbursed by Institute in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc., are not reimbursable.
- (d) If the employee has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani/ Shatabdi/ Duranto trains, the fare charged shall be reimbursable in full as per entitlement/ eligibility.
- (e) When journey is performed by a longer route in two different classes of accommodation, the entitled class rate will be admissible for the corresponding portion of the shortest/ cheapest route.
- (f) When journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each / actual mode of journey / distance covered with reference to the distance by the shortest route.

## 9. Advance

- (a) Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys 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.
- (b) The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authorities within ten days of drawal of the advance.

- (c) Advance can be drawn separately for self and family.

#### 10. Claim

- (a) When advance is taken
  - i. the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lump sum 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.
  - ii. When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.
  - iii. When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the employee, the Administrative Authority may, if satisfied, exempt charging of interest.
- (b) When no advance is taken claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

#### 11. Restrictions in respect of Road Journeys

- (a) Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by the other Government or local bodies, i.e., the receipt for the journey should be from the Government Body concerned for eligibility of LTC
- (b) Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/ State Government concerned.
- (c) Tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will be admissible, provided the ITDC/ State Tourism Development Corporation certify that the journey has actually been performed by the Staff and his family members.
- (d) No reimbursement permissible for journeys undertaken (a) in a private car (owned, hired or borrowed), chartered Railway coach, or chartered bus, van or other vehicle owned/ chartered by private operators; (b) in vehicles even if owned by Government Bodies but chartered/ run by private operators.
- (e) Journeys by taxi, Auto rickshaw, etc. are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.
- (f) Between places not connected by rail, if more than one State Roadways Corporation operates on the route, the lowest fare applicable on the route is reimbursable.

#### 12. LTC for Escort

LTC is admissible to an escort accompanying a handicapped Institute employee proceeding on LTC journey provided that

- (a) The nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the Director is obtained on each occasion.
- (e) Concession, if any, allowed by the Railway/Bus services should be availed.

13. The above LTC rules and norms have been stipulated for regular employees of IIFE and those should be used for the better understanding and utilisation of the LTC and are only complementary and explanatory in nature and in no way meant to supersede the LTC provisions of the Government of India.
14. The other eligibility criteria is as laid down by the Government of India and applicable as changes made/ to be made from time to time shall also be applicable subject to the approval from the Competent Authority.

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