

Leave Travel Concession (03.05.1988)



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What is LTC?

- Leave Travel Concession
- Employee benefit to travel during leave
- Also to family members
- Introduced from October 11, 1956
- To interface with the unity in the vast diversity /cultural heritage

Leave

- can be availed during regular/casual/special casual leave or vacation, including during –
 - Maternity leave
 - Study leave
 - Leave Preparatory to Retirement (LPR) provided the return journey is completed before the expiry of leave
- But it cannot be availed during the week-end or any other period of holidays alone
- Not during Child Care Leave

Travel

- Must physically visit the place declared as 'Hometown'
- 'Any place in India' will cover any place in the mainland or overseas, including the hometown of the Government servant

Concession

- Government's assistance limited to
 - 100% fare by the shortest direct route calculated on a through ticket basis
 - irrespective of the fact whether the journey was performed by the shortest or any other route
 - to and fro fare by air/rail/road/steamer, as per the entitlements of the Government servant

Concessions ...

- The hometown concession: once in a period of two calendar years.
- Any place in India concession: once in a period of four calendar years.

Applicability

- those appointed to civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union including members of the All India Services
- Who are employed under State Government and who are on deputation with the Central Government.
- Who are appointed on contract basis;
- Who are re-employed after their retirement

Not Applicable to

- Government servants not in whole-time employment
- Persons in casual and daily rated employment
- Persons paid from contingencies
- Railway servants or National Airlines
- Members of the Armed Forces
- Local recruits in Indian Mission abroad
- Persons eligible to any other form of travel concession available during leave or otherwise

Special provision for entitlement

- Officers appointed on contract basis, where the initial contract is for one year
- but is extended,
- the total duration of the contract will be taken into account for the purpose of leave travel concession

Minimum service

- completed one year of continuous service on the date of journey
- A period of unauthorized absence due to participation in strike, etc., shall be deemed to cause break in service, unless condoned by the appointing authority
- Appointed on 31.12.2004 eligible for 2 year block 2004-05
- Appointed on 01-01-2005 > not eligible for that block

Change in Hometown

- Permissible in exceptional circumstances
- by the Head of the Department
- if the Government servant himself is the head of the Department, the Administrative Ministry
- change shall not be made more than once during the service of a Government servant

Check for Change in Hometown

- Requires her physical presence at intervals for discharging various domestic and social obligations, and after her entry into service, she had been visiting that place frequently
- Owns residential property in that place
- Her near relations are permanently residing in that place
- Prior to entry into service, she had been living there for some years
- The criterion, one after the other need be applied only in case where the immediately preceding criterion is not satisfied

Home town

- Property is owned in more than one place, choice available to GS
- To give reasons for the choice
- The decision of the controlling officer shall be final
- Husband and wife, both GS, may declare separate hometown independently

Family

- Wife or husband
- Legitimate children and Adopted child
- Not more than TWO surviving children.
- Exception:
 - who already have more than two children prior to 20.10.97:
 - children born within one year of coming into force this restriction ; and
 - where number of children exceeds two as a result of second child resulting in multiple births

Family ...

- Step children
- Parents
- Step mother
- Un-married minor brothers/sisters residing with and wholly dependent on Govt. servant, provided their parents are either not alive or are themselves wholly dependent on the Govt. servant.
- **ONLY ONE WIFE.** However, if a Govt. servant has two legally wedded wives and the second marriage is with specific permission of the Govt., the second wife shall also be included in the definition of the "Family".

Family ...

- Major sons and married daughters (including widowed daughters), so long as residing with and wholly dependent upon the Government servant
- Children of divorces, abandoned, separated from their husbands or widowed sisters are not included in the term "Family"

Family ...

- Widowed sisters residing with & wholly dependent up on the Government servant provided either father not alive or is himself wholly dependent on the Government servant concerned
- Married daughter only in case of special and exceptional circumstances such as divorced, abandoned or separated from the husband and is financially dependent on the parent. And residing with the Government servant.
- Deemed wholly dependent- whose income from all sources including pension. does not exceed Rs. 9000 per month

Both Spouses Government officers

- Can declare separate hometowns independently
- Can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters
- The children can claim the concession as members of family of any one of the parents in a particular block
- The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self

Employee & family independent units, so

- Travel together or separately
- Travel in different calendar years
- Travel to different places
- Return journey may be completed within six months from the date of commencement of the journey. Can be relaxed by HOD.

Only for outward journey

- The dependent son/daughter getting employment or getting married after going to hometown or remaining there for prosecution of studies
- The family having performed the journey to hometown have no intention of completing the return journey from hometown, provided the Government servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date

Only return journey

- A newly married husband/wife coming from hometown to headquarters station **or** a husband/wife who has been living long at hometown and did not avail of the leave travel concession in respect of the outward journey
- A dependent son/daughter returning with parents **or** coming alone from hometown where he/she has been prosecuting studies **or** living with grandparents, etc.
- A child who was previously below five years of age but has completed five at the time of the return journey
- A child legally adopted by a Government servant while staying in the hometown.

Blocks

- Calendar year
- First Block to hometown –1956-57 (11-10-56)
- Present Block: Home town: 2018-19
- First Block to any place in India – 1974-1977
- Present Block: Any place: 2018-21

Anywhere in India

- Must be declared in advance
- Must be visited
- Can be changed
 - Before commencement of the journey with the approval of competent authority
 - Not after commencement of journey
- If established that change can be made before commencement of journey, Ministry/Department or HOD can relax. Normally relaxed when circumstances go beyond the control of the Government servant

Home town for unmarried

- Unmarried employee can claim Home Town for each year in lieu of once in four years anywhere in India

LTC Advance

- Up to 90 per cent of the probable amount of reimbursement
- If family travels separately – advance may be drawn separately for them.
- Advance may be drawn for both forward and return journeys provided leave does not exceed 90 days as also anticipated stay of family.
- If this limit exceeds – advance for forward journey only.
- If the limit (90 days) exceeds AFTER THE ADVANCE HAD ALREADY BEEN DRAWN – one half of the advance should be refunded to Government forthwith

LTC Advance

- For advance to temporary Government servants- surety of a permanent Government servant may be obtained.
- Advance may be sanctioned by the Head of office.
- Advance may be refunded IN FULL AND NOT IN INSTALMENTS if journey is not commenced within 30 days.
- For Rail journeys advance can be drawn 30 days in advance but in all cases tickets must be shown within 10 days.
- If conditions of advance are not complied with – HOO may charge penal interest i.e. two and a half per cent above the rate of interest for purchase of conveyance (other than cars).

Forfeiture of LTC Claim

- In case no advance is drawn, claim must be submitted within three months of the date of completion of return journey.
- In case advance is drawn, the bill must be submitted within one month of the date of completion of return journey.
- If that is not done- entire advance recovered in lump sum as if no advance was drawn.

Encashment of EL during LTC

- Encashment of 10 days EL is permissible in each occasion while taking LTC
- Maximum number of EL could be encashed for LTC is restricted to 60 in the entire service
- At least 20 days EL is to be availed in each occasion, for encashment of a maximum of 10 days EL on LTC in that occasion
- Balance of credit not to be less than 30 days

LTC not admissible

- A Government servant under suspension; however, his family can avail the concession.
- Government servant who proceeds on leave but resigns his post without returning to duty.