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ON
CCS(LTC)RULES, 1988

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CENTRAL CIVIL SERVICES (LEAVE TRAVEL CONCESSION) RULES,1988

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Source- Government of India orders

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Short Title

- CCS(LTC) Rules,1988
- These rules may be called the Central Civil Services (Leave Travel Concession) Rules, 1988.
- It was notified on 3rd May 1988.

Applicability

These rules shall apply to all persons –

- (i) Who are appointed to civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union;
- (ii) who are employed under a State Government and who are on deputation with the Central Government;
- (iii) who are appointed on contract basis; and
- (iv) who are re-employed after their retirement.

Applicability

These rules shall not apply to all persons –

- (i) Government servants not in whole-time employment;
- (ii) Persons in casual and daily-rated employment;
- (iii) Persons paid from contingencies;
- (iv) Railway servants;
- (v) Members of the Armed Forces;
- (vi) Local recruits in Indian Missions abroad; and
- (vii) Persons eligible to any other form of travel concession available during leave or otherwise.

Eligibility

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

Note:- (1) Period of unauthorized absence, declared under FR-17A, will be treated as break in service for calculating the continuous period of service unless the same is condoned by the competent authority.

(2) For those who are (i) Employed under a State Government and who are on deputation with the Central Government. (ii) appointed on contract basis and (iii) re-employed after their retirement

Eligibility

--> the LTC shall be admissible on completion of one year's continuous service under the Central Government and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve under the Central Government for a period of at least two years in the case of LTC to home town and at least four years in the case of LTC to any place in India

Meaning of Family

- ❖ The Government servant's wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- ❖ Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant.

Meaning of Family

- ❖ Parents and/or stepmother and stepfather wholly dependent on the Government servant irrespective of whether they are residing with Government Servant or not.
- ❖ Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

Meaning of Family

Explanations:

1. 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 the coming into force of this restriction, i.e., 20.10.1997;
 - (ii) children born within one year of the coming into force of this restrict;
 - (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.
2. Not more than one wife is included in the term “Family” for the purpose of these Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of “Family”.

Meaning of Family

2. Though it is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the Leave Travel Concession, the concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters/ place of posting of the Government servant and the home town/ place of visit, whichever is less.
3. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term “Family”.
4. A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend, etc. does not exceed Rs.9000/- p.m. is deemed to be wholly dependent on the Government servant.

Types of LTC:- Two types

1. LTC to Home Town:

*Admissible to all employees b/w HQ and home town irrespective of distance.

*Admissible once in a block of 2 years.

*Present block years are 2018-2019, 2020-2021 and so on.

*An employee whose family is away from HQs can avail for himself every year.

*If HQ and Home Town are same , Home Town LTC is not admissible.

2. LTC to any place in India

- * This concession is admissible in lieu of one of two concessions to home town in a block of 4 years.
- * Present block is 2018-2021.
- * Officials availing home town LTC for self alone every year are not entitled to LTC to any place in India.

LTC to fresh recruits

Allowed home town LTC with their family 3 occasions in a block of 4 years and to any place in India at 4th occasions.

This facility is available for 1st two block years only after joining 1st time.

After completion of 8 years they will be treated as par other regular employees.

Carry over of LTC is not allowed to fresh recruits.

LTC to home town outside India

A Government servant who declares, subject to the satisfaction of the Controlling Officer, that his hometown is outside India, will also be entitled to the Leave Travel Concession for visiting his hometown.

Government's concession in such a case will be limited to the share of the fares for journey

(i) up to and from the railway station (by the shortest route) nearest to the hometown or

(ii) the railway station for the nearest port of embarkation/disembarkation in India.

The term "nearest port" for this purpose means the port in India nearest to the hometown of the Government servant.

Home town and change of home town

Home Town- The town, village or any other place declared as such by the Government servant in the prescribed form and accepted by the controlling officer. The necessary details may be entered in the service book. No detailed verification is necessary before accepting declaration initially.

Change of Home town- The home town once declared and accepted by the controlling officer shall be treated as final. In exceptional circumstances, the Head of the Department or, if the Government servant himself is the Head of the Department, the Administrative Ministry, may authorize a change in such declaration provided that, such a change shall not be made more than once during the service of a Government servant.

Any place in India

Cover any place within the territory of India whether it is on the mainland, or overseas.

If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfill the conditions for visit to the places which are subject to local restrictions.

Declaration of place of visit

- (i) Visit to the declared Home town or declared place at any Place in India is essential, without this LTC claim will not be considered.
- (ii) 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.

Declaration of place of visit

- The declared place of visit may be changed before the commencement of the journey with the approval of his controlling officer, but it may not be changed after the commencement of the journey except in exceptional circumstances beyond the control of the Government servant. This relaxation may be made by the Administrative Ministry/ Department or by the Head of the Department.
- **Note-** Sanction of the Head of the Department would be required only if such change in the declared place of visit could not be intimated before the commencement of the outward journey.

Class of journey

It is decided as on date of journey itself as below:

(A) Travel Entitlement within country

S. NO.	LEVEL IN PAY MATRIX	CLASS OF ACCOMODATION
1	1-5	Ist class /AC-III,AC chair by train
2	6-8	AC-II by train
3	9-11	Economy class by air, AC-II by train
4	12-13A	Economy class by air, AC-I by train
5	14 & Above	Business/Club Class by air, AC-I by air

Reimbursement of one side journey only

*Outward journey only:

Dependent son/daughter getting employment or marriage after going to home town.

*Return journey only:

*Newly married spouse.

*Son/daughter returning who was prosecuting studies or living with grandparents.

*Son/daughter completing age 5 year/ 12 year at the time of return journey.

*A child legally adopted while at home town.

LTC with Transfer/Tour

LTC can be combined with Transfer and tour'

- (1) For Route:- Old HQ ->Home Town ->New HQ

Eligible for minimum entitlement of transfer of TA and in addition LTC under rules for distance $(x+y-z)$.

Where

*x- distance from old HQ to Home Town

*y- distance from Home town to New HQ

*z- Distance for which transfer TA is admissible

LTC with Transfer/Tour

(2) Route- Tour station ->Home Town ->H Q

- TA as on tour from HQ to tour Station
- LTC for Journey from Tour Station to Home Town + Home town to HQ

(3) Route- Tour station ->Home Town ->H Q

LTC from HQ to Home Town + TA as on Tour from home town to Tour Station and back to HQ

Note:- All India LTC also can be availed in combination with Transfer/ Tour same as Home Town LTC assuming Place of visit as Home Town

LTC during study leave

For Self:-

- Can avail LTC from place of study to Home Town/Any place in India but reimbursement will be restricted between Head Qtr. and Home Town/Any place in India or actual expenditure , whichever is less.

For family Members:-

- Same as Employee, if family is residing with otherwise reimbursement will be as per normal rules

LTC during suspension

Employee under suspension can not avail LTC but his/her family members can avail LTC.

LTC during LPR

LTC to home town/any place in India can be allowed but return journey must be completed before expiry of LPR.

LTC on resignation

L T C to a person resigning from service without returning from leave is not admissible

Admissibility of LTC claims where the Government Servant residing away from the HQs.

LTC may be allowed from the place of residence to the place of visit/hometown and back to the place of residence, subject to the condition that the claim is restricted to the rail fare by the shortest direct route between the duty station and the hometown or declared place of visit, as the case may be.

In such cases, the Govt. servant should furnish the reasons for residing at a place other than place of duty and the controlling authority should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.

LTC to a newly married spouse of a Government servant

When a Govt. servant proceeds to hometown, availing of the LTC and gets married in the hometown, LTC may be allowed also to the spouse of the Govt. servant, for the journey performed by him from the hometown to the headquarters of the Govt. servant.

Block Period and carry forward of LTC

Block of 4 years: 2018-2021

Block of 2 years: 2018-2019 and 2020-2021

Grace Period for carry forward:

1 year

(forward journey may start on 31 Dec 2020 for LTC of Block Year 2018-2019 etc.)

Government servants and his family can avail LTC in different Groups different times during a block of two or 4 years.

Entitlements

Entitled for reimbursement of full fare as per their entitlement of class of journey.

1. Travel by premium train allowed from 1/7/2017.
2. Journey by road- allowed by government operated transport or any corporation in public sector run by Central/State Government or a local body.
3. In case of journey between places not connected by public transport, the reimbursement is allowed only for max. 100 km by private/personal transport as per his/her entitlement on a self certification.

Entitlements

4. Journey by air- Entitled to travel by air may travel by Air India only and booking of tickets are allowed if
 - (i) booked directly from airlines counters/office/websites.
 - (ii) from 3 authorized travel agents-
 - Balmer and Lawrie Company Ltd.,
 - Ashoka travels and Tours or IRCTC.
5. Government servant not entitled for air travel, may travel by any airlines but claim is limited to his/her train(dynamic fare component not allowed) entitlement if fare of air is more than that.

Special Relaxation to NER,A&N and J&K

A scheme allowing Government servant to visit North East Region(NER), A & N, and J&K by air is extended for a further period of two years from 26 Sep 2020 to 25 Sep 2022 as under

- (1) This is in lieu of home town LTC.
- (2) Facility of air journey to non entitled servants.
- (3) Permission to undertake journey to NER, A&N and J&K by private airlines.

Conditions:-

- (1) For employees whose HQ and home town are same, are not allowed for this facility.
- (2) Fresh recruits are allowed for conversion of one of 3 Home Town LTC in a block of 4 years.

Special Relaxation to NER, A&N and J&K

- (3) Government servant entitled to travel by air may avail this concession in their entitled class of air by any airlines but subject to max fare limit of LTC-80.
- (4) Government servant not entitled to travel by air may avail this concession in Economy class of air by any airlines but subject to max fare limit of LTC-80 in following sectors
- (i) Between Kolkata/ Guwahati and any place in NER.
 - (ii) Between Kolkata/ Chennai/ Visakhapatnam and Port Blair.
 - (iii) Between Delhi/Amritsar and any place in J&K.
- and up to these starting point from HQs, journey shall be taken as per their entitlements otherwise reimbursement is limited to fare of entitled class by train up to nearest railhead of these starting points + LTC 80 Economy class fare from the same railhead to place of visit.

LTC Advance

- *Up to 90% of the fare can be taken as advance.
- *Advance admissible for outward and return journey ,if absence between both journey does not exceeds 90 days. Otherwise advance may be drawn for outward journey only.
- *Time limit for drawal of LTC advance
 - For journey by train - 125 days
 - For other mode of journey- 65 days
- *Official should furnish tickets detail to authority within 10 days of drawal of advance.
- * Advance can be drawn separately for self and family.

Claim

Case: 1 When advance is taken-

- (a) The claim should be submitted within 1 months fro the date of return journey.
- (b) If not submitted in time ,outstanding advance will be recovered in one lumpsum and claim will be treated as one where no advance is taken.
- (c) Further, penal interest at rate 2% over GPF interest rate on the entire advance from the date of drawal to the date of recovery will be charged.

Claim

(d) When claim submitted within stipulated time but unutilized portion of advance not refunded, penal interest at rate 2% over GPF interest rate on the unutilized portion of advance from the date of drawal to the date of recovery will be charged. (if this happens beyond control of employee , the administrative authority can exempt charging interest ,if satisfied.

Case: 2 When advance is not taken-

(a) Claim should be submitted within 3 months(90 days) from completion of journey.

(b) If not claimed in time, claim will be forfeited.

Note:- (i) Revised order is awaited from nodal ministry for change in time limit to two months(60 days).

(ii) Relaxation in time limit can be given by ministry/departments with concurrence if financial adviser subject to conditions.

Reimbursement of charges

* Fare of ticket-	Yes
*Different classes in same journey-	limited to fare of entitled class and/or lower class
*Special supplementary charges-	Yes
*Reservation charges-	Yes
*Telegram charges-	No
*Charges for Booking through internet-	Yes
*Services Charges paid to recognized Traveler agent-	No
*Service charges, Education cess etc. –	Yes
*DA	NO
*Incidental expenses and expenditure on local journey	NO
*Journey by Longer Route	Fare for shortest route
*For children of age between 5 to 12 years	Actual fare paid
*Catering charges	Yes, if compulsory with fare

LTC for Escort

Admissible to an escort accompanying a handicapped Government Servant proceeding on LTC journey provided that:-

- (a) Nature of Physical disability is such as to necessitate an escort.
- (b) P H Government servant does not have adult family member.
- (c) Escort is not entitled for LTC facility .
- (d) Prior approval from HoD on each occasion is needed.
- (e) The Government servant and the escort avail of the concession if any, the rail/bus services should be availed.

Misuse of LTC

- (1) Disciplinary action will be taken and during its pendency-
 - (i) Disputed claim will be withheld and
 - (ii) Further LTC facility will not be allowed.
- (2) When disciplinary proceedings are over-
 - (a) If found not guilty-
 - (i) The withheld claim will be admitted and
 - (ii) LTC fell due but not allowed will be allowed as additional set in future LTC which can be availed any time before retirement.
 - (b) If found Guilty-
 - (i) The withheld claim will not be admitted and
 - (ii) Next two LTC(one home town and one All India) – will be forfeited.
 - (iii)in case of grave misuse- the competent authority may disallow more than two sets.

Note:- This is in addition to any penalty under disciplinary rules.

Encashment of EL during LTC

1. Limited to 10 days of EL on one occasion without linkage to the number of days and nature of leave availed.
2. Total 60 days can be availed in entire service.
3. Will not be deducted while computing the maximum admissible for encashment at the time of retirement/ quitting the service.
4. Balance at credit should not be less than 30 days after deducing the total of leave.
5. Where both husband and wife are government servant, encashment of EL will continue to be available to both , subject to max limit of 60 days to each of them.
6. This is allowed for any type of LTC.
7. If LTC is being availed in groups, Encashment is allowed at one occasion only.
8. The government servant who are availing LTC facility provided to their spouses is also entitled to EL encashment.

Special concession for those posted in N-E Region

- Avail LTC for himself once in a year from place of posting to home town of place where family resides and in addition family may avail(spouse and two children) from home town to place of posting once in a year.
- In addition, they can avail two additional occasions in emergency in entire service either to home town or to station of posting as per his entitlement under normal LTC Rules.

Special cash package equivalent in lieu of LTC

1. This is only for block 2018-21 in view of Covid-19 pandemic and resultant nationwide lockdown.
2. This reimbursement is subject to the following conditions:-
 - a) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.
 - b) Cash equivalent of full leave encashment will be allowed, provided the employee spends an equal sum. This will be counted towards the number of leave encashment on LTC available to an employee.

Special cash package equivalent in lieu of LTC

3. The deemed LTC fare for this purpose is given below :

S NO.	Category of employees	Deemed LTC fare per person (Round Trip)
1	Employees who are entitled to business class of airfare	Rs .36000/-
2	Employees who are entitled to economy class of airfare	Rs. 20000/-
3	Employees who are entitled to Rail fare of any class	Rs. 6000/-

Special cash package equivalent in lieu of LTC

- d) The cash equivalent may be allowed if the employee spends a sum **3 times** of the value of the fare given above.
- e) The amount both on account of leave encashment and fare shall be admissible if the employee spends
 - (i) an amount equal to the value of leave encashment and;
 - (ii) an amount 3 times of the cash equivalent of deemed fare, as given above on purchase of such items / availing of such services which carry a GST rate of not less than 12% from GST registered vendors / service providers through digital mode and obtains a voucher indicating the GST number and the amount of GST paid.

Special cash package equivalent in lieu of LTC

4. An amount up to 100% of leave encashment and 50% of the value of deemed fare may be paid as advance into the bank account of the employee which shall be settled based on production of receipts towards purchase and availing of goods and services.
5. These orders will be in force during the current financial year till 31st March, 2021.

Special cash package equivalent in lieu of LTC

- Example:- Let Basic Pay of an employee is Rs. 70000/- has 4 family members for LTC including himself and is entitled for economy class fare.

$$\text{Leave Encashment} = \frac{70000 * 1.17 * 10}{30} = \text{Rs. } 27,300.00$$

$$\text{Fare Value} = \text{Rs. } 20000 * 4 = \text{Rs. } 80,000.00$$

$$\begin{aligned} \text{Total Value} &= \text{Rs. } 27300.00 + \text{Rs. } 80000.00 \\ &= \text{Rs. } 1,07,300.00 \end{aligned}$$

$$\begin{aligned} \text{Amount to be spent for full encashment} \\ &= \text{Rs. } 27300 + \text{Rs. } 80,000 * 3 \\ &= \text{Rs. } 2,67,300.00 \end{aligned}$$

Special cash package equivalent in lieu of LTC

Thus, if an employee spends Rs. 2,67,300/- or above,
He will be allowed cash amount equal to Rs.1,07,300/-

Note: (1) Share of leave encashment in total = 18%

(2) Share of fare in total = 27%

Therefore, if an employee spends Rs. 2,40,000 only.
Then he may be allowed 18% on account of Leave
Encashment (Rs. 43,200.00) and 27% on account of
fare value (Rs. 64,800/-).

Hence, Total amount payable will be Rs. 1,08,000/-

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