

Department of Personnel & Training  
Establishment (A-IV)

Frequently Asked Questions and Answers on leave Travel Concession (LTC) matters

S.NO.	Questions	Answer
1.	How are the claims of LTC be adjusted in case of delayed submission?	Where advance has been drawn, the claim for reimbursement shall be submitted within one month of the completion of the return journey. Where no advance has been drawn, the expenditure incurred shall be submitted within three months of the completion of the return journey. Administrative Ministry / Department concerned can admit the claims in relaxation of the provisions subject to the following time limits without reference to DoPT: (a) Where no advance is taken, LTC bill submitted within a period not exceeding six months; and  b) Where advance has been drawn, claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Govt. servant refunds the entire advance within 45 days after the completion of the return journey. Rule 14 of CCS (LTC) Rules. 1988 read with - O.M. No. 31011/5/2007 - Estt A dated 27 September 2007
2	Can a Govt. Servant visit NER or J&K on more than one occasion on conversion of Hometown under the relaxation allowed for LTC visits to NER/J&K?	Govt servant who has availed the benefit of Home Town Conversion to NER/J&K in one block (say 2006-2009) can again visit NER/J&K in the new/next block (say 2010-2013) subject to availability of LTC in a particular block so long as the relaxation is in force. <u>1. O.M.No.31011/4/2007-Estt(A) dated 02.05.2008.2.O.M.No.31011/4/2007-Estt.(A) dated 23.04.2010.3.O.M.No.31011/2/2003-Estt(A) dated 18.06.2010</u>
3.	Can a Govt employee avail of air travel to NER /J&K in case of All India LTC if his Hometown and the Headquarters are at the same place?	Both NER and J&K scheme of LTC allow relaxation for air travel on All India LTC to all categories of Employees to all categories of employees to the extent specified in the DOP&T's O.M.31011/4/2007-Estt(A) dated 02.05.2008 and DOP&T's O.M. 31011/2/2003-Estt.(A) dated 18.06.2010 even if the Hometown and the Headquarters are same
4.	Whether Govt. servant who was already availed one Home Town LTC in the current block can avail LTC to visit NER?	Yes, he can avail it against All India LTC.

5.	Can a Govt. Servant avail the benefit of visiting NER/J&K twice in a particular block of 4 years ?	Yes, a Govt servant can visit NER/J&K by conversion of his Home Town LTC and also by availing All India LTC subject to validity period of the scheme and fulfilling of other conditions.
6.	Can a fresh recruit avail the benefit of Home Town Conversion to NER/J&K?	A fresh recruit Govt. servant can also avail the benefit of Home Town conversion to NER/J&K against one of the three occasions of Home Town available to him in each block.
7.	Can fresh recruit avail of conversion of Home town to Visit NER/J&K under the relaxation allowed for visiting NER / J&K?	Any Govt. employee can avail of the relaxation for visiting NER/J&K and convert one Home Town LTC for such visit a block of 4 years as long as the relaxations continue.  <u>1.O.M.No.31011/4/2007-Estt(A) dated 02.05.2008</u> <u>2.O.M.No.31011/2/2003-Estt(A) dated 18.06.2010</u>
8.	Can a fresh recruit Govt. Servant avail of All India LTC anytime during the 4 year Block?	It can be availed only in the 4 <sup>th</sup> occasion of block and not at random.
9	Whether Carry over of LTC is allowed to fresh recruits?	Carry over of LTC is not allowed to fresh recruits as they are eligible for every year LTC for the first 8 years of Service
10.	Who is a fresh recruit entitled for LTC every year?	A person who has joined service for the first time is treated as a fresh recruit for the first eight years.  <u>O.M. No.31011/4/2008-Estt(A) dated 23.09.2008</u>
11.	How the LTC entitlements of fresh recruits are regulated in the first eight years?	On completion of one year, the fresh recruit can be allowed 3 Home Town LTC and 1 All India LTC in each block of Four Years in the first 8 years.  <u>O.M.No.31011/4/2008-Estt(A) dated 23.09.2008</u>
12	Whether Dependent Parents of fresh recruits can avail LTC for the journey from Home Town to Headquarters and back?	No, the dependent parents of fresh recruits can not avail LTC for the journey from Hometown to Headquarters and back.
13	Whether claims for reimbursement can be allowed for road journeys by bus/taxi or other vehicle operated by private operators?	LTC Rules do not permit reimbursement for journey by a private car (owned / borrowed/hired) or a bus/van or other vehicle owned by private operators. LTC facility shall be admissible only in respect of journeys performed in vehicles operated by Govt. or any Corporation in the Public sector run by the Central or State Govt. or a local body, Rule 12(2) of CCS (LTS) Rules 1988 read with  <u>-DoPT's O.M.No.31011/4/2008-Estt.A dated 23 September, 2008</u>

14.	Whether airfare of children whose full fare is charged by the airlines is reimbursed?	If full fare has been charged by the airlines and paid by the Government servant the same will be reimbursed.
15.	Can a Govt., servant use the service of travel agents for LTC purpose?	Yes, but it should be limited to M/s. Balmer Lawire and company and M/s. Ashok Travels and Tours.
16.	What is the definition of family for LTC?	<p>For LTC purpose, family consists of</p> <p>i) Spouse of the Govt. servant and tow surviving unmarried children or Step children</p> <p>ii) Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with and wholly dependent on the Govt. Servant</p> <p>iii) Parents and/or step parents residing with and wholly dependent on the Govt. Servant</p> <p>iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands and widowed sisters residing with and wholly dependent on the Govt. Servant provided their parents are either not alive and are themselves wholly dependent on the Govt. servant</p> <p>Rule 4 of CCS(LTC) Rules, 1988 read with <u>O.M. No.31011/4/2008- Estt(A) dated 23.09.2008</u></p>
17.	What are the dependency criteria?	A member of family whose income from all sources, including pension, temporary Increase in pension does not exceed Rs.3500 from 01.09.2008 and Dearness relief thereon is deemed to be wholly dependent of the Government servant
18.	Can parents/children residing at other places avail LTC to visit the Govt. servant at Headquarters and go Back?	<p>No, reimbursement of LTC claims being restricted to the entitlement for journey between Headquarters and place of visit, the amount reimbursable in such cases is nil.</p> <p><u>O.M. No.31011/14/86-Estt(A) dated 07.05.1987</u></p>

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## LEAVE TRAVEL CONCESSION - RULES

### *1. Home Town:-*

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, such as 2006-2007, 2008-2009 and so on.

("Hometown" means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer)

### *2. Any Place in India:-*

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, such as 2006-2007, 2008-2009 and so on:

(The expression "any place in India" will 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 fulfil the conditions for visit to the places which are subject to local restrictions.)

### *Govt. of India's Decision-Leave Travel Concession*

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 officers 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.

### *Travel entitlements:-*

For the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

### *Air Journey by Private Airlines*

will however, continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24th March, 2006

### *(1)LTC to a newly married husband of a female Government servant:-*

When a female Govt. servant proceeds to her hometown, availing of Leave Travel Concession and gets married in the hometown, LTC may be allowed also to be husband of the female Govt. servant, for the journey performed by him from the hometown to the headquarters of the female Govt. servant.[OM No. 48/2/65-Ests.(A), dated 2.4.1965]

*(2)Change of Hometown:-*

The hometown 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 authorise a change in such declaration provided that such a change shall not be made more than once during the service of a Government servant.

*(3)Carry over of leave travel concession:-*

A Government servant who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If a Government servant is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

*(4)Advance may be granted up to 90% of the estimated Fare:-*

The President has been pleased to decide that employees of the Lakshadweep and A&N Administrations may be sanctioned an advance of 90% of the estimated ship fare from Island to Mainland and back for availing Annual Free Sea Passage. It has also been decided to increase the amount of advance for availing LTC from 80% to 90% of estimated fare in respect of the Central Govt. employees.

*(5) Encashment of earned leave along with LTC Leave Travel Concession:-*

(a) Government officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career.

(b) 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.

(c) It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and 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.

(d) At least equal number of days of earned leave should be availed along with encashment

(e) The balance at credit should more than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

### **Leave Travelling Concession (L T C) - Rules at a glance**

1. Leave Travelling Concession is admissible to all Government Servants between Headquarters and their Hometowns.

2. Who have completed one year of service on the date of journey, they only eligible to take Leave Travelling Concession.(From 1.9.2008 onwards fresh recruits along with their families are allowed to visit their home towns on three occasions and to "Any place in India" on fourth occasion during a block of four years in the initial period of 8 years after joining the government for the first time.)

3. In the case of journey to home town, admissible once in a block of two years. The blocks are 1956 - 57, 1958 - 59 and so on: presently the blocks are 2006 - 07 and 2008 - 09.
4. In the case of journey to "Any place in India", admissible once in a block of four years. This will be in lieu of one journey to home town. The current block is 2006 - 09.
5. Not admissible during holidays alone. (Admissible during regular/casual/special casual leave, study leave, maternity leave and during paternity leave.)
6. Also admissible during leave preparatory to retirements, provided the return journey is completed before the expiry of the leave.
7. Leave Travelling Concession is admissible to all journeys by Train/Road/Steamer.
8. In the case of an employee under suspension, admissible only to the family of the government servant.
9. Concession is admissible for self and family.
10. Leave Travelling Concession not availed during a block year, that may be availed within the grace time (i.e., before end of the next year.)
11. Family members may travel independently in any number of batches. The return of each group must be completed within six months from the commencement of that group's outward journey. This condition may be relaxed by the Head of the Department in special cases.
12. The government servant and or members of the family may travel under the concession to travel to "any where in India" either to the same place or different places of their choice.
13. The government servant can visit his home town also under the concession to travel to "any where in India".
14. Some members of the family can avail home town concession and others can avail "any where in India" concession in the same block year.
15. Reimbursement allowed by the entitled class or actually travelled class, whichever is less.
16. Before commencement of Leave Travelling Concession would be intimated within 45 days, only eligible to get 90% anticipated reimbursement may be granted as advance.