

Chapter 4

Leave Travel Concession (LTC) Rules

Governing Law

Central Government employee and their family members are allowed the facility of Leave Travel Concession regulated as per CCS (LTC) Rules, 1988.

Eligibility

- (i) Any employee (including those appointed on contract basic and those re-employed after retirement) who has completed one year of continuous service on the date of journey is eligible for LTC for himself and his family?
- (ii) Period of unauthorized absence under FR 17A is treated as break in service and will not count for calculating continuous service unless condoned by competent authority.
- (iii) In the case of suspended officials, the concession is admissible only to his family members.
- (iv) Family, for the purpose of LTC means (w.e.f.1.10.98)-
 - (a) Spouse;

Note: The dependency condition does not apply on spouse.

- (b) Two surviving unmarried children or step children wholly dependent on the employee, whether or not residing with the employee;
- (c) Married daughters divorced, abandoned or separated from their husbands, and widowed daughters and residing with and wholly dependent on the employee.
- (d) Parents and/or step mother, and/or step father, wholly dependent on the employee.
- (e) Unmarried minor brothers and unmarried/divorced/abandoned/separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their father is either not alive or is himself dependent on the employee.

Note: w.e.f.1.9.2008, a person is said to be wholly dependent if his income from all sources does not exceed the amount of minimum pension in Govt. (i.e. Rs. 3500) and Dearness Relief thereon.

Home Town LTC

- (i) Home town should be declared on entering service.
- (ii) Home town once declared should normally be treated as final.
- (iii) In exceptional circumstances Head of Department may authorize a change once during the entire service.
- (iv) Home town LTC is available once in a block of 2 years such as 2016-17, 2018-19, etc, for travel with family from the place of duty to the home town.

- The concession may, however, be carried forward to the first year of the next block (e.g., in respect of the LTC for 2016-17, the outward journey can be performed up to 31.12.2018)
- (v) Home town LTC is admissible irrespective of distance of home town from headquarters.
 - (vi) An employee (including unmarried) having his family at his home town can avail LTC for himself alone every year instead of having it for both self and family once in two years. An unmarried employee can avail conversion of one of the four Home Town LTC into all- India LTC. However, an employee availing home town LTC every year, is not entitled to the facility of carrying forward.
 - (vii) An employee and his family members may avail LTC in different groups at different time during a block of two years,
 - (viii) The journey will be counted against the block of two years within which the outward journey commences, even if the return journey is performed after the expiry of the said block.

All India LTC

- (a) In lieu of one of the two home towns LTC in a block of 4 years such as 2014-17, 2018-21 etc, the employee and his family can avail one All India LTC and travel to any place in India.
- (b) The place of visit should be declared beforehand.
- (c) Any change in declared place of visit should be intimated to controlling authority before commencement of outward journey.
- (d) An employee and his family members may avail LTC in different groups at different times during a block of four years.
- (e) An employee and different members of the family can visit different places, but each should declare the place of visit beforehand.
- (f) The concession meant for a particular four years block can be carried forward to the first years of the next block.

Facility for New Recruits

New recruits to service (w.e.f.1.9.2008) can travel on three occasions to their home town and in the fourth occasion to anywhere in India in the first four years of service (from initial date of joining Govt. service). It LTC is not availed in years it shall not be carried over to next years, it shall lapse. The first two blocks of 4 years shall be personal to them. After initial 8 years of service, LTC shall be allowed as per normal provisions. In case Home Town and Headquarters are same, only all India LTC can be availed on the fourth and eighth occasion.

Entitlement

- (a) Fare for the journey from place of duty to home town/declared place of visit both ways for self family by the entitled mode of conveyance subject to restrictions laid down below and limited to actual expenditure.
- (b) The entitlement shall be determined as per orders in force, at the time of commencement of outward journey.

- (c) Travel entitlement for journey by air/rail/road/steamer on LTC shall be the same as for the purpose of official tour/transfer' but no daily allowance shall be admissible for travel on LTC.

LTC Claim

A claim for LTC concession should be submitted within 3 months of completion of the return journey, if no advance, had been drawn, otherwise the claim shall forfeit.

Where advance has been taken the claim should be furnished within one month of completion of the return journey.

The employee should indicate in his LTC claim the PNR No. in addition to ticket No.

Facility of LTC Advance

- (i) Advance up to 90% of the can be availed.
- (ii) The advance for outward journey can be drawn 65 days before the proposed date of journey (125 days in case of journey by train).
- (iii) The advance shall be refunded in full if the tickets are not product within 10 days of grant of advance.
- (iv) Advance can be separately drawn for self and different groups of family members if they are travelling separately.

Facility of Leave Encashment while proceeding on LTC

See chapter on 'Leave Rules'.