

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY  
ADMINISTRATION SECTION**

No.AO/Admn.V/LTC/2018

Date : 27<sup>th</sup> March, 2018

**CIRCULAR**

**General Guidelines For Availing Leave Travel Concession (LTC)**

In the past, Administration Section has communicated requirements to be followed by employees alongwith relevant guidelines for availing LTC facility. However, of late it is seen that many employees, especially those who has joined new, are not aware about the same and as a result end up either in not availing the facility or loosing on the money spent as the claim becomes inadmissible for want of complying with laid down instructions on the subject.

For information of all, latest guidelines on availing of LTC facility are once again brought out as under

**(a) Eligibility:**

Leave travel concession shall be admissible for regular employee on completion of one year's continuous service. The government servant should ensure that his home town is correctly indicated in his service records.

Home town LTC can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block. Please note that the current two year block is 2018-19 and the current four year block is 2018-2021.

**(b) LTC Provisions to the New Recruits:**

Fresh recruits are entitled to avail LTC in two block years of four years each i.e. for first 8 years of their joining Government service. In every block of 4 years, fresh recruits are allowed to avail 4 home town LTCs or 3 home town LTCs and one All India LTC in lieu of the home town LTC. However, the all India LTC can be availed only on the 4th occasion of the block and not at random.

Fresh recruits are not allowed to carry forward unutilized LTC in the next year, as they are eligible for LTC every year for the first 8 years of Government service. They can also convert Home Town LTC to J&K / NER LTC against one of the four occasions of Home Town LTC available to them in each block.

**(c) Intimation about availing LTC:**

Whenever an employee intend to avail LTC, he/she should inform the Controlling Officer before the commencement of the journey. Please ensure that you have applied and got your leave sanctioned before the LTC journey is undertaken.

When the LTC to visit any place in India / Jammu & Kashmir / North East is proposed to be availed of by the Government Servant and/or members of his family, the intended place of visit (farthest point) should be declared by the Government Servant in advance. It cannot be changed after the commencement of the journey. The Government servant is only entitled to claim for direct journey by shortest route upto farthest point.

If there is any change in the intended place of visit, employee should intimate the same to the controlling Officer before the commencement of the journey.

**(d) Retiring Employees:**

The retiring employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.

**(e) Conversion of Home Town LTC :**

Facility of converting Home Town LTC is also available to employee.  
Under conversion of Home Town (HT) LTC ;

i) To visit North East Region (NER) in lieu of one Home Town :

The facility is extended upto 25<sup>th</sup> September, 2018. Those who are entitled to travel by air should travel by LTC – 80 Economy Class of AIR INDIA.

Those who are not entitled to travel by air, can only travel by air from Kolkata / Guwahati by Economy Class of AIR INDIA.

ii) To visit Jammu & Kashmir (J&K) in lieu of one Home Town :

The facility is extended upto 25<sup>th</sup> September, 2018. Those who are entitled to travel by air, can travel by any of the private airlines. However, final claim will be restricted to the LTC-80 Economy Class of Air India.

Those who are not entitled to travel by air, can travel by air from Delhi / Amritsar by any airlines but final claim will be restricted to the LTC – 80 Economy Class of AIR INDIA.

iii) To visit Andaman & Nikobar in lieu of one Home Town :

The facility is extended upto 25<sup>th</sup> September, 2018. Those who are entitled to travel by air should travel by LTC – 80 Economy Class of AIR INDIA

Those who are not entitled to travel by air, can only travel by air from Chennai / Kolkata / Bhubaneshwar by Economy Class of AIR INDIA.

**(f) Travel instructions for Home Town/ Any Where in India :**

- Those who are entitled to travel by Air should travel by Air India upto LTC-80 ECONOMY CLASS.
- Those who are not-entitled to travel by air, can travel by any airlines but their claim will be restricted to their LTC entitlement.
- For travel to the stations where Air India does not provide service, it has been decided to extend blanket relaxation to travel by Air lines other than Air India on LTC. Details of these sectors may be verified from Administration. However, whenever Air India or its subsidiaries start operating on these sectors, the sanction for travel by other Air lines shall become null and void for that sector.

**(g) Journey by Private Vehicle :**

LTC Rules do not permit reimbursement for journey carried out by a private vehicles (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. For NER, declaration should be given by the State Government for (non-availability of state transport)

**(h) Booking of Tickets:**

Tickets are required to be booked directly from the Air India website, Air India counter or from the following authorized agents only:

- a) M/s. Balmer Lawrie and Company.
- b) M/s. Ashoka Travels and Tours.
- c) IRCTC.

Reimbursement against Booking done through any other agent/website will not be allowed.

**(i) Advance/Final LTC Claim Settlement:**

An employee can request for advance before availing LTC.

The time limit for submission of LTC claim is :

Within three months of completion of return journey, if no advance is drawn;

If advance is taken, the claim for reimbursement should be submitted within one month of the completion of the return journey, failing which outstanding advance will be recovered suo-moto with penal interest (@ 2% over GPF interest) from the date of drawl to the date of recovery, as per rules.

Please also note that an employee should produce evidence of his having actually performed the journey for eg. railway tickets, air tickets (Itinerary receipt), boarding passes, bus tickets etc.

Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

**(j) Leave Encashment with LTC :**

Staff members are allowed to encash 10 days of Earned Leave while availing LTC to the extent of 60 days during the entire service, for which a balance of at least 30 days of earned leave is must. The request for each encashment should be made prior to availing the LTC.

All are requested to take a note of above and follow the rules while availing LTC to avoid any inconvenience related to reimbursement.

  
REGISTRAR

To,  
All Heads of the Departments / Section In-charges / Units

CC for information to :

1. Office of the Director
2. Office of the Dy. Director (AIA)
3. Office of the Dy. Director (FEA)
4. All Deans and Associate Deans.
5. Office of the Registrar