

## 13. Leave Travel Concession

[ Swamy's — LTC Rules ]

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### 1. Eligibility

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

*Example.*— An official appointed on 31-12-2023 will be eligible for the two-year block 2024-2025, but those appointed on or after 1-1-2025, will not be eligible for that block.

— Rule 2.

2. Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

3. **LTC to Railway employees.**— Railway employees (and employees whose spouses are Railway servants) are also allowed the facility of LTC in lieu of their free passes on the following conditions:—

- (a) No hometown LTC will be admissible to Railway employees. Only "All India" LTC will be granted once in a block of four years.
- (b) All India LTC will be purely optional.
- (c) For availing LTC, privilege passes admissible to them in the calendar year in which they intend to avail LTC will have to be surrendered.
- (d) If the employee has already availed of a pass in any year, then LTC will not be allowed in that year.
- (e) If both spouses are Railway servants, then both will surrender privilege passes.

— GID (2), Rule 1.

The orders shall be applicable to (i) Railway servants entitled to PPs; (ii) Other Government Department's officials serving in Railways on deputation and entitled to PPs; (iii) Other officials serving in Railways and entitled to PPs; and (iv) Officials of Audit Department (Railway) entitled to PPs. These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single PP at the time of application for availing AILTC.

The officials, who opt for AILTC facility, would be issued a "Privilege Pass Surrender Certificate" (PPSC) i.e. a prerequisite for availing AILTC. The "Pass Issuing Authority" (PIA) shall issue the PPSC.

— GID (3), Rule 1.

While availing AILTC, it is mandatory to commence onward journey on or before 31st December of the calendar year and return journey can be



performed in the following calendar year. In case of last calendar year of a four year block, onward journey can also be performed on or before 31st December of next calendar year and return journey can be performed in the following calendar year.

— OM, dated 16-11-2022.

**4. Scope.**— LTC will cover the Government servant and his family.

**'Family' means.**—

- (i) the Government servant's wife or husband 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;
- (ii) married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
- (iii) parents and/or stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant or not;
- (iv) 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.

**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 20-10-1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term "Family" for LTC 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".

3. It is not necessary for family to reside with the Government servant so as to be eligible for the concession. Full reimbursement as per entitlement shall be allowed for journeys on LTC by family members from any place in India to Headquarters and back. When journey is performed from Home town, the LTC will be counted against 'Home town LTC'; otherwise against 'All India LTC'.

4. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".

— GID (23), Rule 7.

5. A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. ₹ 9,000 p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government servant.

— Rule 4 (d) Explanations and GID (2), Rule 4.

6. *Condition of dependency not applicable on the husband and wife.*— Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

— GID (3), Rule 4.



## 2. Salient Points

(a) **Home Town.**— 1. A Government servant may declare a home town which may be accepted by his Controlling Officer. The declaration made by the Government servant may be accepted and a detailed check may be applied only when he seeks a change. In exceptional circumstances, the Head of the Department may authorize a change in such declaration, only once during entire service. — GIDs, Rule 5.

2. When both the husband and wife are Central Government servants—

- (a) they can declare separate Home towns independently;
- (b) they 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;
- (c) either of the parents can claim the concession for the children in a particular block;
- (d) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

— GID (18), Rule 7.

(b) **Declaration of place of visit.**— When it is proposed to avail All India LTC, the Government servant shall declare the place of visit to his controlling officer. The declared place can be changed before commencement of the journey with the approval of the controlling officer but after commencement of the journey except under exceptional circumstances beyond the control of the Government servant. This relaxation may be made by the Administrative Ministry / Department or the Head of the Department. — Rule 6.

(c) LTC can be availed during any period of leave, including casual leave and special casual leave but not during weekend holidays without availing any leave. — Rule 7.

(d) **Class of journey.**— The class to which a Government servant and his family will be entitled to is the class to which he belongs at the time the journeys are undertaken. — GID (1), Rule 7.

**(e) Special cases.—**

- (i) *Reimbursement of outward journey only.*— A dependent son / daughter getting employment or getting married after going to home town. Family performing journey to home town without any intention to return, provided the Government servant foregoes in writing the concession for the return journey, if performed at a later date.
- (ii) *Reimbursement of return journey only.*— A newly married wife coming from home town to headquarters, a dependent son / daughter returning with parents from home town where he / she was prosecuting studies or living with grandparents, etc., a child previously below 5 or 12 years of age but completes 5 or 12 years at the time of return journey, a child legally adopted by Government servant while at home town. — GID (5), Rule 7.

(f) LTC can be combined with transfer / tour. — GID (9), Rule 7.

**(g) LTC during study leave.—**

- (i) *For self.*— Government servant can avail LTC from place of study to home town / any place in India but reimbursement will be restricted to fare admissible between headquarters and home town / place of visit or actual expenditure, whichever is less.
- (ii) *For family members.*— When family members are residing with the Government servant at the place of his study leave — *same as for self.*

When not residing at the place of study leave — reimbursement will be as under normal rules. — GID (17), Rule 7.

(h) **LTC during suspension.**— If an official is under suspension, he cannot avail LTC but his family can avail LTC. — GID (20), Rule 7.

(i) **LTC during LPR.**— LTC to home town and any place in India will be allowed, provided the return journey is completed before the expiry of leave preparatory to retirement. — GID (21), Rule 7.

### 3. Types of LTC

#### 1. LTC to home town.—

- (a) Admissible to all employees irrespective of distance between headquarters and his home town.
- (b) Admissible once in a block of two calendar years. The present blocks are 2022-2023, 2024-2025 and so on.
- (c) An employee whose family lives away from his headquarters can avail this concession for himself every year in lieu of all concessions.



(d) Government employees whose headquarters and home town are same are not eligible for home town LTC.  
— Rule 8.

**2. LTC to any place in India.—**

(a) This concession is admissible in lieu of one of the two concessions to home town in a block of four years.

(b) The present block is 2022-2025.

(c) Officials availing LTC to home town for self alone every year are not entitled to LTC to any place in India.  
— Rule 8.

**3. Entitlements of a fresh recruit.—** Fresh recruits are 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 is available for the first two blocks of four years after joining the Government for the first time.

(i) The first two blocks of four years will apply with reference to the initial date of joining. The first two blocks of four years will be personal to them. On completion of eight years they will be treated at par with other regular employees.

(ii) No carry-over of LTC is allowed for a fresh recruit. A fresh recruit whose home town and headquarters are same cannot avail LTC to home town.  
— GID (4), Rule 8.

#### **4. Block years and carry forward of LTC**

A Government servant and his family may avail LTC in different groups at different times during a block year of two or four years. The concession will be counted against the block of two or four years within which the outward journey commenced. — Rule 9.

A Government servant who is unable to avail LTC within a particular block of two or four years can avail the same within the first year of the next block of two or four years.

In respect of officials entitled to Home town LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Home town for that year.

*Example.*— Suppose an official is entitled to two concessions during the two blocks of 2022-2023 and 2024-2025.

1. In respect of 2022-2023, he can avail the concession to Home town before the grace period, i.e., by 31-12-2024. Then he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2026.



2. In the above case, suppose the official avails of LTC to Home town after 31-12-2024, this will be debited against the block 2024-2025 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2022-2023 by not availing it before the grace period. — Rule 10.

The Government servant and his family can visit either the same place or different places. — Rule 11.

## 5. Entitlement

(a) **Journey by Air / Rail / Steamer.**— Same as on Tour / Transfer but the facility of Air Travel for LTC is admissible only from Level 9.

(b) **Travel by premium trains.**— From 1-7-2017, travel by premium trains / premium tatkal trains / suvidha trains is permissible and the tatkal or premium charges shall also be reimbursable.

Flexi fare (dynamic fare) applicable in Rajdhani / Shatabdi / Durgam trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani / Shatabdi / Durgam trains.

— GID (1-B), Rule 12.

In addition to Rajdhani / Shatabdi / Durgam trains, only Tejas Rajdhani Express trains are covered. Reimbursement of ticket fare of Tejas Express trains is not allowed under LTC.

— OM, dated 12-1-2024.

(c) **Journey by road.**— Entitlements will be the same as in case of journeys undertaken on transfer. Reimbursement shall be admissible for journeys performed in a vehicle operated by the Government or any corporation in the public sector run by Central or State Government or a local body. In case of journey between places not connect by any public transport, the Government servant shall be reimbursed as per his entitlement for a maximum limit of 200 kms for a to and fro journey (100 kms each side) covered by a private / personal transport based on a self certification.

In cases where the members of the family avail LTC separately, they are also eligible for reimbursement of taxi fare / private transport separately, as per OM, dated 9-2-2017.

— GID (12), Rule 13.

(d) **Journey by Air.**—

- (i) Government servants entitled to travel by air on LTC may travel by private airlines.
- (ii) Booking of tickets are to be done directly from three authorized travel agents viz. Balmer and Lawrie and Company Ltd.,



Ashok Travels and Tours and IRCTC or from self-booking tool / online booking website / portal of 3 authorized agencies.

- (iii) The choice of travel agent for booking of ticket is left open to the official based on convenience and service quality. No agency charges will be paid. Tickets are to be booked 21 days prior to the intended date of travel.
- (iv) Employees may choose **best available fare** on their entitled class which is the cheapest fare, preferably non-stop flight.  
— GID (19), Rule 12.
- (v) Employees may book flight tickets at least 21 days prior to the intended date of travel on LTC. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.
- (vi) Employees should book only one ticket for each leg of intended travel on LTC.  
— GID (20), Rule 12.
- (vii) Government servants not entitled to travel by air may travel by any airlines and claim reimbursement of train fare by the entitled class.

With effect from 10-8-2023, Government servants not entitled for air travel but wish to travel by air are no longer required to mandatorily book their air tickets through the three authorized travel agencies, viz. BLCL, ATT and IRCTC, as the reimbursement is restricted to the actual fare or the entitled train / bus fare for the shortest route, whichever is less. Cancellation charges, in case of cancellation of tickets shall be borne by the Government servant.

— GID (21), Rule 12.

- (viii) Effective from 9-9-2016, the dynamic fare component shall not be admissible where non-entitled Government servant travels by air and claim reimbursement of entitled class of Rajdhani / Shatabdi / Duronto trains. Reimbursement will be for fare after deducting the dynamic fare component.

Reimbursement for tour packages operated by IRCTC including those involving air travel is allowed. The tour packages conducted by SPORTS to Lakshadweep Islands on the ships owned and operated by Lakshadweep Administration shall be allowed for the purpose of LTC journey subject to conditions.

— GIDs, Rule 12.

## **6. Special Relaxation to visit NER, J&K, Ladakh and A&N**

A scheme allowing Government servants to travel by air to North-East Region (NER), Jammu and Kashmir (J&K), Ladakh and Andaman and



Nicobar Islands (A&N) is extended for a further period of two years, with effect from 26th September, 2022 till 25th September, 2024 as under:

1. LTC for visiting NER, J&K, Ladakh and A&N in lieu of a Home Town LTC.
2. Facility of air journey to non-entitled Government servants for visiting NER, J&K, Ladakh and A&N.
3. Permission to undertake journey to J&K, Ladakh, NER and A&N by private airlines.

*Terms and conditions:*

1. All eligible Government servants may avail LTC to visit any place in NER / A&N / J&K / Ladakh against the conversion of their one Home Town LTC in a four year block.
2. Government servants, whose Home Town and Headquarters / place of posting is the same, are not allowed the conversion.
3. The Government servant whose Hometown is situated in NER / A&N / J&K / Ladakh will also be allowed conversion of Hometown LTC for availing this scheme to visit any place in any one of three regions out of the above mentioned four regions except the region wherein his / her Hometown is situated.
4. Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.

One additional conversion of Home Town LTC to travel by air to any place in Union Territory of Jammu and Kashmir, Union Territory of Ladakh in each block of four years is allowed.

— GID (3) and (4), Rule 12, Part-C.

5. Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines.
6. Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines in the following sectors:
  - (a) Between Kolkata/Guwahati and any place in NER.
  - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
  - (c) Between Delhi/Amritsar and any place in J&K / Ladakh.

Journey for these non-entitled employees from their Headquarters up to Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar shall be undertaken as per their entitlement.

In case of direct air travel by a non-entitled Government employee on LTC from his Headquarters to the place of visit in NER / J&K / Ladakh / A&N, reimbursement shall be regulated to the entitled class rail fare from



the Headquarters / place of posting to the nearest relevant railhead (i.e. Kolkata / Guwahati / Delhi / Amritsar / Chennai / Visakhapatnam) based on the place of visit (in NER / J&K / A&N) + Economy class air fare from the same railhead to the place of visit in NER / J&K / Ladakh / A&N or the actual air fare from the Headquarters to the place of visit, whichever is less.

— GID (4), Rule 12, Part C.

6. Air travel by Government employees to NER, J&K and A&N as mentioned in Paras. 4 and 5 above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC as permitted.

7. Air Tickets are to be purchased by utilizing the service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie & Company', 'M/s. Ashok Travels & Tours' and 'IRCTC'. Booking of tickets through other agencies is not permitted.

— GID (4), Rule 12, Part C.

Non-entitled Government employees travelling by air under Special Dispensation Scheme directly from their Headquarters / place of posting to the place of visit in NER/J&K/A&N/Ladakh, must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati / Delhi / Amritsar / Chennai / Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print-out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time-limit. However, the reimbursement will be restricted to the actual air fare or the entitled train / bus fare for the shortest route, whichever is less.

GID (20), Rule 12, Part A.

8. Unmarried Government servants, who are eligible for LTC to visit home town may avail the facility of converting one occasion of home town LTC in a block of four years to travel to NER, A&N or J&K, Ladakh under the special dispensation scheme.

— GID (5), Rule 8.



## **7. Advance**

1. Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

The time-limit for drawal of LTC advance is 125 days (i.e. 4 months and 5 days) in case of journey by train.

Cases where LTC journey is proposed to be undertaken by other modes viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.

— GID (1), Rule 15.

2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawal of the advance.

3. Advance can be drawn separately for self and family.

4. Employees entitled for air travel, may apply for advance with the print-out of the concerned webpage of ATA having suitable flight and fare details while tracking the fare of the flight under the three hour time slot at least 30 days prior to the intended date of journey.

Employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail / Bus fare. If they wish to travel by air under the Special Dispensation Scheme, they may apply for advance with reference to Rail / Bus fare from their Headquarters / place of posting up to Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar *plus* air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar till the place of visit in NER / UT of J & K / UT of A & N / Ladakh.

— GID (20), Rule 12.

**Claim.**— 1. When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

**AUTHORS' NOTE.**— Revised orders are awaited from the Nodal Ministry for change in time-limit to sixty days based on Rule 292 of GFR, 2017.

3. **Relaxation.**— Ministries/Departments with the concurrence of the Financial Adviser and subordinate / attached offices with the



concurrence of Head of Department not below the rank of Joint Secretary, can admit the claims of reimbursement relaxing the prescribed time-limit, in cases where a Government servant is not in a position to submit the claim due to circumstances beyond his/her control, as below:-

**Where no advance is drawn** : Up to six months,

**Where advance is drawn** : Up to three months, provided the entire advance amount is returned within three months in one lumpsum with interest from the date of drawal to the date of recovery of amount.

— Rule 14 and GID thereon.

## 8. Reimbursement

- (a) No daily allowance shall be admissible on LTC.
- (b) Any incidental expenses and expenditure on local journeys shall not be admissible. — GID (1-B), Rule 12.
- (c) Fares for journeys between duty station and home town, both ways, will be reimbursed by Government in full. Reservation charges are reimbursable; but telegram charges for reservation of onward / return journeys, etc., are not reimbursable.  
— GIDs (3) and (4), Rule 13.
- (d) **By longer route in same / different modes of conveyance.—** When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest / cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each / actual mode of journey / distance covered with reference to the distance by the shortest route. — GID (1), Rule 13.
- (e) Actual rail fare as per the choice of rail tickets purchased by the Government servant for children aged between 5 years and under 12 years is reimbursable for LTC. — GID (12), Rule 13.
- (f) **Catering charges in respect of rail journey.—** If the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani / Shatabdi / Duronto trains, the fare charged shall be reimbursable in full as per entitlement / eligibility. — GID (15), Rule 13.



When employees opt for catering services while booking train tickets for the purpose of LTC, reimbursement shall be allowed.  
— GID (16), Rule 13.

- (g) **Cancellation charges.**— Reimbursement of cancellation charges levied by the airlines/travel agents for utilization of their portals shall be reimbursed on the ground of official exigencies only.

— GID (16), Rule 13.

- (h) **Reimbursement of leave when Government servant decides to forgo his claim.**— Where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government servant himself decides to forgo his claim resulting in 'Nil' claim on journeys performed, encashment will be admissible if-

- (i) Government servant intimates his intention to avail LTC in advance and gets the leave sanctioned.
- (ii) A request for leave encashment is submitted before commencement of journey.
- (iii) A self-declaration is submitted that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey.

— GID (13), Rule 13.

#### **Procedural requirements for easy settlement of claims**

- (i) Submit your application for leave before LTC journey is undertaken.
- (ii) Check your eligibility before applying for LTC. A retiring Government employee is eligible to avail LTC but the return journey should be completed before his date of retirement.
- (iii) Journey should be undertaken in your entitled class only.
- (iv) You can apply for an advance 65 days (125 days if journey is by train) before the proposed date of journey.
- (v) If you draw an advance, you must produce the tickets within ten days of drawal of advance.
- (vi) Government employees entitled to travel by air and not entitled to travel by air may travel by any airlines but reimbursement will be restricted to the fare of the entitled class or actuals, whichever is less.
- (vii) Booking of air tickets is to be done through approved travel agencies only.
- (viii) Submit your claim within three months after completion of return journey, if no advance is drawn and within one month after

completion of journey, if advance is drawn. Belated claims can be processed by Ministries / Departments with the concurrence of the Financial Advisor by relaxing the provisions.

— GID (13), Rule 13.



## **9. LTC for Escort**

**Escort to single handicapped employee.—** LTC is admissible to an escort accompanying a handicapped Government servant proceeding on LTC journey provided that—

- (a) The nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the Head of Department is obtained on each occasion.
- (e) Concessions, if any, allowed by the Railways/Bus services should be availed.

— GID (19), Rule 7.

## **10. Misuse of LTC**

**Misuse of LTC.—**1. Disciplinary action will be taken and during its pendency—

- (a) the disputed claim will be withheld; and
- (b) 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) any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.

(b) If found guilty—

- (i) the withheld claim will be disallowed;
- (ii) next two sets — one to Home town and one to any place in India — will be forfeited; and
- (iii) in case of grave misuse, the Competent Authority may disallow even more than two sets;

in addition to any penalty under disciplinary rules.

— Rule 16.



## 11. Encashment of EL during LTC

[ Swamy's — FR & SR — Part-III ]

**1. Encashment of earned leave while availing LTC.**— Will be admissible subject to the following conditions.—

1. Limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
2. Will **not** be deducted while computing the maximum admissible for encashment at the time of quitting service.
3. The balance at credit should be not less than 30 days after deducting the total of leave, if any availed *plus* leave for which encashment was availed.  
— Rule 38-A.
4. Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
5. Government servants may encash earned leave up to 10 days at the time of availing both types of LTCs i.e., 'Home town' and 'anywhere in India'.  
— GID (2-B), Rule 38-A.
6. Within the same block, when one type of LTC, i.e., 'Home town' or 'anywhere in India' is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.  
— GID (8-A), Rule 15, LTC.

2. The Government servants who are availing LTC facilities provided to their spouses employed in PSUs/Corporation/Autonomous Bodies, etc., and who are availing privilege passes/concessional tickets provided to their spouses employed in Indian Railways/National Airlines are also entitled to leave encashment subject to conditions.— GID (10), Rule 15, LTC.

**3. Encashment of LAP for Railway employees on surrender of privilege passes while availing LTC.**— Railway employees have been allowed optional AILTC in accordance with CCS (LTC) Rules, 1988. Railway servants availing the facility of AILTC may be allowed to encash LAP up to 10 days. The spouse of the Government employee working in Railways may be allowed to avail encashment of leave of 10 days on the AILTC availed by the Government employee.  
— GID (12), Rule 15, LTC.

4. A re-employed pensioner, if he is entitled to LTC, can avail encashment of leave up to the limit of 60 days including the number of days already availed for encashment for LTC while in service.  
— GID (11), Rule 15, LTC.

5. If the Government servant fails to avail the LTC within prescribed time, he should refund the entire amount of leave encashment along with the interest at the rate of two per cent above the rate of interest allowed



on Provident Fund balances and he is also entitled for credit back of leave so debited for encashment. — Rule 38-A (5) of CCS (Leave) Rules.

## 12. Special Concession for those posted in N-E. Region, etc.

LTC to those posted in N-E. Region, A & N Islands and Lakshadweep Islands and concession to travel by air.— See Section 21.

### FREQUENTLY ASKED QUESTIONS

1. *List the Levels of the Pay Matrix for which Air Travel is allowed on LTC and their eligible class—*

Level	Class
9	Economy
10	
11	
12	
13	
13-A	
14	Business / Club
15	
16	
17	
18	

2. *How will the journey on LTC performed by a private / personal transport be regulated, assuming that the place is not connected by any public transport?*

For journey between places not connected by any Public / Government means of transport, reimbursement as per entitlement for a maximum of 200 kms. for a to and fro journey (100 kms. each side) will be allowed. Expenditure for distance beyond 200 kms. should be borne by the Government servant.

3. *Can employees travel by private airlines on LTC ?*

Consequent to disinvestment in Air India, employees can travel by private airlines on LTC.

4. *What is the time-limit for drawal of LTC advance ?*

The time-limit for drawal of LTC advance is 125 days for journeys by train and 65 days for journeys by other modes of transport, viz. air / road / sea.

5. *Can a recovery of advance be made in instalments?*

No.