

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

FINANCE AND ACCOUNTS DEPARTMENT

Disclaimer: This FAQ draft is based on general guidelines for Leave Travel Concession in India, and the specific rules may vary depending on Orders/Circulars issued by DoPT/Institute.

Frequently Asked Questions (FAQs) on Leave Travel Concession (LTC) Rules

1. What is Leave Travel Concession (LTC)?

Leave Travel Concession (LTC) is a benefit provided to government employees that allows them to travel to a destination while on leave, with reimbursement on travel expenses. The aim is to promote travel within the country and provide financial assistance for employees' travel during their leave period.

2. Who is eligible for LTC?

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

3. What are the eligibility criteria for family members?

- 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;
- 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.
- Parents and/or stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the 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.

4. What if both the husband and wife are Central Government servant?

- They can declare separate Home towns independently
- 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;
- Either of the parents can claim the concession for the children in a particular block
- The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF

5. Is it necessary to take leave for availing LTC?

- Yes, 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.

6. Can LTC be availed while being on Academic leave combined only with weekend or holiday and not taking any other admissible leave?

- No.

7. What are the Entitlements under LTC?

- Air Travel

LEVEL	CLASS
18	BUSINESS/CLUB
17	
16	
15	
14	
13-A	ECONOMY
13	
12	
11	
10	
9	
8	TRAIN 2ND AC
7	
6	
5	TRAIN 3RD AC
4	
3	
2	
1	

- The travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements notified vide Ministry of Finance's O.M., dated 13-7-2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.
- **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.
- **Journey by road-** 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.
- 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
- LTC covers travel expenses to and from the destination. However, it typically does **not** cover accommodation, meals, or other incidental expenses.

8. What are the mandatory Rules for booking of Air ticket for those entitled to travel by air?

- 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 on line booking website/ portal of 3 authorized agencies
- Employees may choose best available fare on their entitled class which is the cheapest fare, preferably non-stop flight.
- 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.

9. Whether Government servants not entitled to travel by air may travel by any airlines and claim reimbursement of train fare by the entitled class?

- Yes

10. If I got my tickets booked through private travel agencies such as make my trip, yatra will it be eligible for reimbursement.

- No

11. What are Special Relaxation to visit NER, J&K, Ladakh and A&N:

- LTC for visiting NER, J&K, Ladakh and A&N in lieu of a Home Town LTC
- Facility of air journey to non-entitled Government servants for visiting NER, J&K, Ladakh and A&N.
- 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 (4) and OM, dated 11-10-2022, 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..

7. 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.

8. 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.**

- ***The instructions regarding booking of air tickets through authorized travel agents, best available fares, slots, booking time, advances, reimbursement, etc., as mentioned in DoPT's OM No. 31011/12/2022- Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 will also be applicable for this Special Dispensation Scheme.***

12. What care should be taken for reimbursement of LTC fare?

Some basic rules to be taken care of while claiming LTC .

1. LTC claim should be submitted in appropriate format.
2. Claim should be submitted within 03 Months from the completion of return journey.
3. Office order from admin must be attached with the claim forms in which NRS (Nearest Railway Station/Air port) should be clearly mentioned and Place of visit should be declared
4. The date of onward and return journey should match with the dates mentioned in the office order.
5. Tickets should be clearly visible and the date of onward journey, return journey and class of travel to be highlighted. All tickets should be submitted.
6. In case of air travel, boarding passes should be submitted along with the tickets.
7. (a) No daily allowance shall be admissible on LTC.

(b) Any incidental expenses and expenditure on local journeys is not admissible. Any vouchers/expense claim for the same will be rejected

(c) Fares for journeys between duty station and home town, both ways, will be reimbursed to the extent of entitlement of the employee of institute. Reservation charges are reimbursable; but telegram charges for reservation of onward/ return journeys, etc., are not reimbursable.

7. For journeys performed by road in a vehicle operated by the Government or any corporation in the public sector run by central/state government or local body will only be admissible for travel. Journey performed in private vehicle, own vehicle will not be reimbursable. However in case of journey between places not connected by any public transport the Government 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**.
8. **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.
9. Air ticket booking guidelines mentioned in OM should be adhered to failing which reimbursement may not be admissible or may be restricted.
10. Tour packages operated by IRCTC and SPORTS are admissible subject to restriction.

13. What if is submit the claim after the due date ?

- Claim has to submitted within 03 Months form the completion of return journey
- In case advance has been taken the claim shall be submitted within 01 month.

In case of non submission within the timeframe the claim will not be admitted and there is no provision in LTC rules for any kind of relaxation in this regard.

13. What are considered as misuse of LTC?

Some of the common misuses are:

- Submitting fabricated/inflated tickets.
- Submitting claims which are not in accordance with LTC rules or directions there under.
- Submitting claim for ineligible dependents.

The list above is not exhaustive and depending on the cases the competent authority may decide what constitutes the measure of LTC.

14. What are the consequences of misuse of LTC?

- Disputed claim would be withheld.
- Further LTC benefits will not be allowed.
- Disciplinary action may be taken