
LEAVE TRAVEL CONCESSION

Leave Travel Concession

(1) OSR Provision:

Regulation 44

- a) During each block of 4 years, an officer shall be eligible for Leave Travel Concession for travel to his place of domicile once in each block of two years. Alternatively, he may travel in one block of two years to his place of domicile and in another block of two years to any place in India by the shortest route.
- b) Once in every 4 years when an officer avails of LTC he may be permitted to surrender and encash his PL not exceeding one month at a time. Alternatively, he may whilst travelling in one block of two years to his hometown and in other block to anyplace in India, be permitted encashment of PL with maximum of 15 days in each block of 30 days in one block. For this purpose of leave encashment all the emoluments payable for the month during which the availment of the LTC commences shall be admissible.
Provided that an officer at his option shall be permitted to encash one day's additional PL for donation to the Prime Minister's Relief Fund subject to his giving a letter to the Bank to that effect and authorizing the Bank to remit the amount to the Fund.
- c) The mode and class by which an officer may avail of LTC shall be the same as in the case of travel on transfer and other terms and conditions subject to which the LTC may be availed of by an officer, shall be as decided by the Board from time to time.

(2) Other Rules / Bank's Policy & Administrative Clarifications:

- a) During each block of 4 years, an officer shall be eligible for Leave Travel Concession for travel to his place of domicile once in each block of two years. Alternatively, he may travel in one block of two years to his place of domicile and in another block of two years to any place in India by the shortest route.
- b) Alternatively, an officer, by exercising an option anytime during a 4 year block or two year block, as the case may be, surrender and encash his LTC [other than travel to place of domicile/hometown] upon which he shall be entitled to receive an amount equivalent to 75% of the eligible fare for the class of travel by train to which he is entitled upto a distance of 4500 kms [One Way] for officers in JMG Scale I to Scale-III and 5500 kms [One Way] for officers in SMG Scale IV and above.
- c) An officer opting to encash his LTC shall prefer the claim for himself/herself and his/her family members only once during the block/term in which such encashment is availed of. The facility of encashment of Privilege Leave is also available while encashing the facility of LTC, which mean thereby encashment of PL and encashment of LTC both can also be availed simultaneously.
- d) Introduction of distance concept on kilometer basis has taken place in recent settlement by virtue of which officers in Scale I to III will have the entitlement calculated at the rate of 4500 kms. A/C 2-tier in the 2 year block of travel anywhere in India within overall block of 4 years, the other 2 year block being visit to the native place or place of domicile for reckoning entitlement of encashment of LTC. Officers in SMG Scale IV & above - 5500 kms.
- e) LTC may be availed by the Officers' family for travel without attendance of the officer. The officer and/or members of his family may visit the same place or

different places of their choice within in the permissible distance. (HO Establishment circular no Per/44/28/128 dated 10/04/1987).

(3) Eligibility:

All officer employee of the bank who have completed at least 11 months continuous service in the bank are eligible for availing LTC facility.

(4) Computation of Block:

a) In respect of officers who are appointed on or after 1st January 1983, the block will commence from the date of their appointment.

b) In the case of officers promoted from the workmen cadre on or after 1st January 1983, the block will commence after the completion of the existing block of 2 years/4 years as per the bipartite settlement under which they had availed LTC as workmen. However, if any promotee officer has not availed this facility while he was working as workman, he will be allowed to utilize the clerical block if available for the purpose of availing LTC.

c) Those who were already in the Officers cadre prior to 1st January 1983 are eligible for LTC under the new regulations.

(5) Definition of Family & Parents' Income:

a) For the purpose of Leave Travel Concession 'Family' of an officers shall mean an officer's spouse, wholly dependent unmarried children [including dependent step children and legally adopted children] and wholly dependent parents ordinarily residing with and wholly dependent on the officer.

b) The term wholly dependent child/parent shall mean such member of the family having a monthly income not exceeding Rs.3,500/- pm.

c) If the income of one of the parents exceeds Rs. 3,500/- p.m. or the aggregate income of both the parents exceeds Rs.3,500/- p.m. both the parents shall not be considered dependent on the employee.

d) The above definition of family holds good in the case of unmarried female officers also.

e) In respect of married female officer, the criterion for inclusion of wholly dependent parents under the definition family will be as under:-

- The parents of the female officer shall ordinarily be residing with her.
- If the other members are earning, but they are married daughters in which case the bank may consider on merits the claim of the officer for inclusion of parents/brothers/sisters.
- Either parents or in-laws of the female officer can be her dependent subject to other conditions.

f) If an officer and his spouse are employed in our bank, although each will be entitled to LTC in his/her own right, the family including the husband and wife taken together will not be eligible for LTC more than once in each sub-block.

(6) Eligibility of Mode / Class of Travel & Reimbursement:

a) The mode and class by which an officer may avail of Leave Travel Concession shall be the same as the officer is normally entitled to travel on transfer and other terms and conditions subject to which the Leave Travel Concession may be availed of by an officer, shall be as decided by the Board from time to time.

b) For the purpose of LTC an officer employee is free to travel by any route, mode and class of travel subject to the condition hereinafter; he/she should, however, travel by approved mode of transport and the reimbursement will however be restricted to the actual fare incurred or entitlement by the mode and class of travel while on LTC by the shortest and direct route from the place of work to place of destination whichever is lower.

c) Travel by own Car:

Prior permission is necessary in case an officer employee desires to undertake travel by own car. The reimbursement in case of travel by own car will be restricted to the actual petrol charges incurred (and supported by cash bills) or actual entitlement whichever is less.

S. No.	TYPE OF VEHICLE	RATE
1.	Any CAR of Less than 1000 CC.	Rs. 7.00 per km.
2.	Any CAR of 1000 CC and more	Rs. 9.00 per km.

(7) Break Journey:

While it will be open for the officer to break the journey at the places he likes, the reimbursement of to and fro fare will be permissible only from the place of his posting to the place of his destination/visit as declared by him at the time of availing LTC by shortest route, by the mode and class which he is eligible to travel.

(8) LTC by Conducted Tours:

An officer may avail LTC by joining conducted tour organized by ITDC/TDC of any State/Reputed Private Travel agents. If the tour is to visit more than one place, the officer will be required to declare the place of destination/visit. The reimbursement will be restricted to the extent of the mode and class by which he is entitled to travel for the distance from the place of his posting to the place of destination declared by him or the actual charges of the travel agents excluding charges for boarding and lodging and other incidental charges, if any whichever is lower. The receipts produced by the officer in this connection shall invariably contain details pertaining to the fare per seat, distance traveled, charges for boarding and lodging, bus number, permit number etc. Copy of the list of passengers /copy of tour schedule along with such other proof shall also be submitted while making the LTC claim.

(9) Availment of Leave:

LTC may be availed by proceeding on any kind of leave.

(10) Advance against LTC:

An Officer, on request, may be granted an advance to the extent of actual cost of return tickets for going to the place of destination/visit, as declared by him on his undertaking to produce tickets and relevant money receipts.

(11) Encashment of PL:

a) Once in every 4 years when an officer avails of LTC he may be permitted to surrender and encash his PL not exceeding one month at a time. Alternatively, he may whilst travelling in one block of 2 years to his hometown and in other block to any place in India be permitted to encash PL with maximum of 15 days in each block or 30 days in one block.

-
-
- b) Pay for the purpose of encashment means the aggregate of Basic Pay, DA, HRA, CCA, PQP and any other allowance/pay drawn by an officer employee, which is of a permanent nature.
If the officer is provided with residential accommodation, Notional HRA equivalent to an amount payable is also included.
 - c) When both husband and wife are employed in the same bank and either of them avails LTC, the encashment facility may be extended to the other spouse also, although only one of them is entitled to claim LTC, during the block. However, encashment of privilege leave to an officer, when LTC is availed by the spouse working in another bank /organisation, is not permitted.
 - d) For availing encashment facility, prior permission of the concerned sanctioning authority must be sought while submitting application for availing LTC.
 - e) Disbursement of the amount of encashment of leave is permitted one week prior to the commencement of LTC.
 - f) For determining the payment towards encashment of leave, the month in which the employee avails of LTC is to be taken into account.
 - g) If an employee is on loss of pay during a particular month, the notional salary pertaining to the month is to be taken into account and not the reduced pay on account of the employee being on loss of salary.
 - h) The privilege leave encashed at the time of retirement or while proceeding on leave travel concession will not qualify for provident fund contributions.
 - i) The privilege leave encashed by an officer will not affect the due date of accrual of privilege leave. In other words, the privilege leave encashed by an officer would be reckoned as active service for purposes of next accrual of privilege leave.
 - j) While allowing LTC Encashment required Income Tax on encashment amount be deducted.

ls

(12) Non-availment/Cancellation of LTC:

In case LTC sanctioned to an officer is not availed, the amount already paid as advance/encashment of privilege leave will have to be reimbursed by the concerned officer before proceeding on leave or immediately on the date of his joining duty as the case may be besides informing the sanctioning authority the reasons thereof.

(13) Submission of LTC Bill:

- a) The LTC Bill in the prescribed form with proof of journey should be submitted to the sanctioning authority within fifteen days from the date of rejoining duty.
- b) While submitting the LTC Bill, excess advance drawn, if any, should be reimbursed by the officer concerned and the forwarding authority should confirm about such reimbursement.
- c) Amounts disallowed while sanctioning LTC Bills, shall be reimbursed by the officer concerned immediately on receipt of the sanction order. In case the officer prefers to make a representation with regard to the disallowed amount, he can do so only after the amount disallowed is reimbursed in full.

(14) General rules applicable in the matter of availing the facility:

- a) Officer desiring to avail the LTC on P.L. is required to give 30 days' advance notice for availing this facility.
- b) An officer availing LTC should invariably indicate the destination of his travel and the route also.

-
-
- c) While availing LTC even on casual leave, prior sanction is required from the sanctioning authority.
- d) LTC may be availed by the family of the officer prior to or after the date on which the officer himself avails of LTC, provided that the period between the date of commencement of journey by the family and the date on which the officer himself commences his journey does not exceed four months. On the expiry of such period of four months any LTC, not availed by the officer for himself will lapse unless in the meantime the management refuses his leave.
- e) It may be noted that when the officer and the members of the family travel separately, it would not be necessary for both of them to travel to the same designated places.
- f) An officer will be eligible to claim LTC for the members of his family, if they do not ordinarily reside with him at the place of his posting. The family members may also travel from their place of domicile to the place of posting of the officer and together they can travel to their place of destination and on the return journey come back to the place of posting and the family can travel back to their place of domicile.
- g) While availing the LTC:-
- i. When an officer travels by rail/air as per his entitlement he will be required to produce the relative money receipts/tickets as evidence of his having visited the place of destination/visit to home town as declared by him.
 - ii. In case of travel by train where tickets are surrendered at the destination a declaration should be submitted on the lines mentioned below:-
 - iii. Serial number of the ticket, Date of journey, Date of purchase, Issuing station, Amount, Destination, Number of persons traveled and any other information or data which may be required to consider reimbursement of such expenses.
 - iv. When an officer prefers to travel by a means other than mentioned as above, he will be required to produce satisfactory evidence (such as tickets/money receipts/petrol bills as the case may be) to the bank for having visited the place of destination/visit of home town as declared by him. Such evidence amongst others, may include hotel bills, petrol bills, purchase bills etc.
- h) It may be noted that the railway authorities do not charge any fare for children below the age of 5 years. As such, if the officer travels by train, the question of reimbursement of fare to the child below 5 years of age does not arise. However, if an officer who is eligible to travel by train in 1st class travel by air/bus, he is eligible to claim air fare/bus charges for his child also who is below 5 years of age upto the extent of full train fare by the class to which the employee is entitled for the permissible distance or the actual fares incurred whichever is less.
- i) An officer provided with bank's car shall not use the bank's car for performing journey while availing LTC without prior permission of competent authority.
- j) In respect of an officer not availing the LTC within the block eligible to him, the entitlement for that particular block will lapse except where his leave for availing LTC has been refused by the management in writing due to administrative requirements. However, the officer should apply for such leave in advance.

k) Place of Domicile:

The place of domicile will be the same as declared by them and already on the record of the bank. The place of home/domicile will be as declared by them at the time of their appointment.

Change in place of Domicile: The place of domicile/home town once declared shall ordinarily be treated as final. However, a request for change will be considered only in

exceptional circumstances provided that such a change shall not be made more than once during the entire service of the employee.

The following shall be the procedure in determining the place of domicile/home town of an officer and also for entertaining the requests for any change in the place of domicile/home town: -

The correct test to determine whether a place declared by an officer may be accepted as his home town/place of domicile or not, is to check whether it is the place where the officer would normally reside but for his absence from such a station, for service in the bank. The criteria mentioned below shall be applied in determining the home town/place of domicile of an officer.

- i) The place, which requires his physical presence at intervals, for discharging various domestic and social obligations and which is visited by him frequently.
- ii) The place where the officer owns residential property or the property of a joint family of which he is a member.
- iii) The place where his near relations are permanently residing.
- iv) The place where the officer had been living for some years prior to joining the bank.

The criteria, one after the other, need be applied only in case where the immediately preceding criterion is not satisfied.

- i) Where property is owned in more than one place, the officer may choose any one place giving reasons for the choice but the decision of the Bank whether or not to accept such a place as the home town/place of domicile shall be final.
 - ii) Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of the declaration of 'home town', the presence of near relations should be, more or less, of permanent nature.
 - iii) A female officer acquires the domicile of her husband, after marriage.
- l) If the officer availing LTC requests, he may be paid advance salary falling due during his period of leave.
 - m) Any other incidental expenses for sight seeing within the city or town, payment of toll-tax, pilgrim tax, portage, local conveyance expenses, coolie charges, service charges paid to travelling agent for booking the tickets etc., are not reimbursable under leave travel concession.
 - n) Expenses for travel by Rajdhani Express & Shatabdi Express on LTC within the overall entitlement of the officer employees are also allowed.
 - o) An officer should commence the outward journey within his relevant LTC Block, and can complete the return journey after the Block period for reimbursement of fares.
 - p) The officer and / or members of his family may visit the same place or different places of their choice within the permissible fare limit based upon the place of destination declared for visit by the member within the ambit of relevant rule.
 - q) An officer, whose place or domicile is not in India, would not be eligible to avail LTC once in two years.
LTC Prior to Retirement: In case of an officer availing the facility of LTC immediately prior to retirement, the reimbursement will be restricted to the journey undertaken before the date of his actual retirement for himself and / or his family members i.e. journey be completed in the block, before the retirement.
Such officer would not be eligible for reimbursement of expenses for any journey undertaken by himself and / or family members after the date of his retirement.
 - r) Where an officer produces satisfactory evidence of having visited the place of destination but is unable to produce evidence of having incurred expenses for a part

of the journey he may be reimbursed 2nd class Railway Fare for part of journey of his declaration of having incurred expenses not lower than 2nd class Railway Fare.

(15) LTC to Foreign Destination: (HO letter HRD dated 07.06.2014, Ministry of Finance letter F. No. 14/04/2013 –Vig dated 30.04.2014)

As per the above letter:

- a) Travel to foreign destinations, including travel via foreign destinations while availing LTC facility may not be allowed.
- b) Reimbursement of fare should be based on actual expenditure which in turn should not be beyond the entitled class of travel.
- c) In case the officer travels in a class lower than his entitled class then his entitlement would be limited to the class of travel. If part of the journey is through a lower class then the entitlement would be proportionately reduced.

(16) IBA Guidelines (PD/HD/OBC/F/698 dated 23.08.02) Travel by AIR:

- a) The entitlement will be determined by 1st Class /AC Sleeper Rail Fare only.
- b) If officer does not travel by Air, reimbursement will be limited only to 1st Class/AC Sleeper fare or the actual fare paid, whichever is less.
- c) Officer scale II and above may be reimbursed expenses on travel by Air provided the distance to be covered by Air and also the distance between the two places by most direct route are more than 1,000 Kms.
- d) If the distance to be traveled is more than 1,000 kms. by the most direct route an officer, also covers such distance by Air then he shall be reimbursed actual Air fare.

(17) Clarifications:

- a) In terms of Para 7 (ii) of this office Establishment Circular No. Per/40/38/83/165 dated 07.05.1983, an officer may claim LTC for the members of his family if they do not ordinarily reside with him at the place of posting for travel of family members from the place of domicile to the place of posting and return after availing LTC to any place in India with the officer and vice versa.

One of our officers requested for LTC for his family from his previous place of posting. The matter was referred to IBA and it has been clarified that dependents of the officer may undertake the travel on LTC either from the present place of posting of the employee or from the place of domicile of the employee only as per existing guidelines.

In view of above, dependents of the officers are not entitled for LTC from any other place except the present place of posting and in case the dependent do not ordinarily reside with officer at the present place of posting, then they may undertake the travel on LTC from the place of domicile of the officer. (HO/Est./dated 03.05.1991)

b) LTC by AIR:

In terms of Establishment Circular No. HO/HRD/69/44/2011-12/502 dated 14.10.2011, it is reiterated that while processing the LTC bills submitted by the officer/employees for reimbursement, the same should be paid after cross checking the tickets/boarding passes (Economy Class) from the web-site of the concerned Airlines and only the actual fare charged by the Airlines be reimbursed for the shortest route to & fro. No other expenses such as boarding & lodging should be allowed to them. (HO/Est./dated 10.05.2012)

As per circular HO/HRD/69/44/2011-12/502 dated 14.10.2011: As per rules, an eligible officer may travel on duty / LTC by air (economy class) as per eligibility or with the permission of competent authority. It has been pointed out by the Vigilance Department that the air tickets to claim actual charges only for the shortest route to & fro from the destination for the self and dependents. It is further informed that it is the primary responsibility of the officer / employee concerned claiming reimbursement of LTC air tickets to claim actual charges only for the shortest route to & fro from the destination for the self and dependents. All officers are advised to be careful while claiming reimbursement of airfare so as to avoid any action against them on this account.

c) LTC encashment:

In terms of Bi-partite settlement / officers' Service Regulations, a workman/officer employee, by exercising an option at any time during a block of four years or two years, as the case may be, may surrender and encash his LTC (other than travel to home town in case of an officer). The officer/workman employee is entitled to receive an amount equivalent to 75% of the eligible fare for the class of travel by train to which he is entitled upto the permissible distance.

Indian Railways have revised Railway fares w.e.f. 22.01.2013, consequent upon revision of rail fares the amount of LTC encashment entitlement for officer w.e.f. 22.01.2013 works out as under:

Category of Staff	Entitled distance	Railway Fare	Entitlement amount i.e. 75%
Officers – Scale IV & above Entitlement AC Ist Class	5500 kms., one way	Rs.14,764/-	Rs.11,073/-
Officers – Scale I, II, & III Entitlement – AC IInd Class	4500 kms., one way	Rs.7,110/-	Rs.5,333/-

d) Travel on Duty / LTC by Air:

(Est. Circular No. HO/HRD/69/44/2011-12/502

- (18)** An officer in JMG Scale – I is entitled to travel on duty by 1st Class or AC 2 – tier Sleeper by train. He may, however, travel by air (economy class) if so permitted by the Competent authority having regard to the exigencies of business or public interest.

An officer in MMG Scale – II & III is entitled to travel on duty by 1st class or AC – 2 tier sleeper by train. He may, however, travel air (economy class) if the distance to be travelled is more than 1000 kms. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the competent authority having regard to the exigencies of business or public interest.

The mode & class by which an officer may avail of LTC shall as the officer is normally entitled to travel on duty. W.e.f. 01.05.2010 an officer in JMG Scale – I while availing LTC will be entitled to travel by air I the lowest fare economy class in which case the reimbursement will be actual fare or the fare applicable to AC 1st class fare by train for the distance travelled whichever is less. The same rules shall apply when an officer in MMG scale – II & III while availing LTC where the distance is less than 1000 kms.

(19) Definition of Family:

- a) For the purpose of medical facilities & for the purpose of LTC the expression 'family' of an officer shall mean an officer's spouse, wholly dependent unmarried children (including step children and legally adopted children), physically challenged brother/sister with 40% or more disability, as also parents ordinarily residing with & wholly dependent on the officer.

- b) The term wholly dependent child / parent, wholly dependent physically challenged brother / sister shall mean such member of the family having a monthly income not exceeding Rs.3,500/- pm.

If the income of one of the parents exceeds Rs.3,500/- pm. Or the aggregate income of both the parents exceeds Rs.3,500/- pm., both the parents shall not be considered as wholly dependent on the officer.

=====

LTC - Government Guidelines

Est. Cir. HO/HRD/73/28/2015-16/186 01.06.2015. Further to the provisions of LTC recently, Government has issued following guidelines in respect of LTC/LFC:

- a) Travel to foreign destinations, including travel via foreign destinations while availing LTC/ LFC facility is not allowed.

- b) Reimbursement of fare shall be based on actual expenditure which in turn shall not be beyond the entitled class of travel.

- c) In case the employee travels in a class lower than his entitled class then his entitlement would be limited to the class of travel. If part of the journey is through a lower class then the entitlement would be proportionately reduced.

- d) Officers while availing LTC / LFC shall be reimbursed only the "**Easy fare / Check fare**" to avoid cash backs to the officers and other allurements by the travel agent.

=====