

Guidelines for LTC

- 1. Eligibility:**
Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.
- 2. Journey by Air:**
Journey by Air is permitted to all entitled employees under LTC rules with the following conditions:
 - (i) Travel by Air India only.
 - (ii) In Economy class only, (irrespective of the entitlement).
 - (iii) LTC-80 ticket or Lower Fare Ticket of Air India only to be purchased.
 - (iv) Air Tickets may be purchased from following:
 - a) Directly from Booking counters of Air India
 - b) AI Website
 - c) By utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC only.
- 3. Journey by Road:**
Entitlement will be the same as for tour/transfer. Reimbursement admissible only in respect of journeys performed by vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or local body.
- 4. Journey by Rail:**
All employees are entitled to travel by Rail by entitled class by the shortest route to the destination. Travel by Premium Trains is not permissible.
- 5. Admissibility:**
During Leave only: The concession can be availed during / Earned leave / casual leave / special casual leave / vacation leave / study leave / Maternity leave / paternity leave but not during CCL.
- 6. Encashment of Earned Leave along with LTC**
Institute employees are allowed to encash maximum ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career.
- 7. Reimbursement:**
Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
- 8. Visit to the declared place essential:**
Visit to the declared Home town or the declared place of visit for any place in India is an essential condition. LTC claim will not be allowed if place declared (destination) is not visited.
- 9. Advance:**
Up to 90% of the fare can be taken as advance. The official shall have to furnish a copy of ticket within 10 days of drawal of advance.
- 10. Submission of Claim & Forfeiture:**
A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.
In case of advance drawn the claim should be submitted within one month from the date of return journey otherwise the amount in advance will be recovered and the claim may be accepted within three months of time from the return journey failing which the claim will be forfeited.
- 11. Boarding Pass & Copy of Tickets to be produced:**
Boarding Pass & copy of tickets are invariably required to be produced with LTC Claim Bill as a proof of journey and travel fare.

Note:

1. *For special relaxation in case of visit to Jammu & Kashmir, North East Region and Andaman & Nicobar under LTC please refer to latest GOI OM.*
2. *From 1-09-2008 Fresh recruits to Central Government may be 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 shall be available to the Government employees only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government.*