

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE**

INSTITUTE ORDER NO.13/2002 ON LEAVE TRAVEL CONCESSION

DATED, 18<sup>th</sup> SEPT. 2002

**NOTE:-** L.T.C. facility is presently suspended for 2 years from 2.3.2001, except to those who are to retire on superannuating before 1.3.2003.

**1. Objective**

To facilitate the Institute employees the benefit of L.T.C. as admissible to the Central Government employees.

**2. Eligibility**

- a. All employees of the Institute with one year of continuous service on the date of journey performed by him/his family are eligible.

**NOTE:-** Institute employees whose spouse are working in Indian Railways and National Airlines are not eligible for LTC facility.

- b. 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 Director.
- c. If an employee is under suspension, the concession is admissible only to his family members.
- d. When both the husband and wife are Central Government employees-
- (i) they can declare separate Home towns independently;
  - (ii) 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;
  - (iii) either of the parents can claim the concession for the children in a particular block;
  - (iv) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

**Family means:-**

- (i) the Institute employee's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Institute employee, irrespective of whether they are residing with the employee or not;
- (ii) married daughters divorced, abandoned or separated from their husbands and are residing with the Institute employee and are wholly dependent on the Institute employee;
- (iii) parents and/or stepmother residing with and wholly dependent on the Institute employee;
- (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Institute employee, provided their parents are either not alive or are themselves wholly dependent on the Institute employee

## **NOTE:-**

- 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.
- Only one wife is included in the term 'Family' for LTC Rules. However, if an Institute employee has two legally wedded wives and the second marriage is with the specific permission of the Institute, the second wife shall also be included in the definition of 'Family'.
- It is not necessary for the spouse and children to reside with the Institute employee so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the Institute and the Home town/place of visit, whichever is less.
- A member of the family whose income from all sources, including stipend, or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs.1,500 p.m. is deemed to be wholly dependent on the Institute employee.
- Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family"
- Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

### **3. LTC to Home Town**

- a. Admissible to all employees of the Institute irrespective of the distance involved.
- b. Home Town once declared is treated as final. In exceptional circumstances, the Director may authorize a change, only once during entire service.
- c. Admissible once in a block of two calendar years.
- d. An employee (including unmarried) having his family at his Home town can avail of LTC for himself alone every year instead of having it for both self and family once in two years.

### **4. LTC to any place in India**

- a. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years.
- b. Available for travel to any place in India – mainland or overseas – including employee's Home town.
- c. Officials availing LTC to Home town for self alone once every years, are not entitled to LTC to anywhere in India.
- d. Spouse/dependent children residing away from duty station – claim will be limited to the amount admissible from the Roorkee to the declared place of visit.
- e. Members of family can visit either the same place as that visited by the Institute employees or different places.
- f. Members of family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.
- g. Members of family can travel either in the same calendar year or in different years in respect of the same block.
- h. The intended place of visit should be declared by the Institute employee to the Institute in advance.

- i. Any change in the declared place of visit should be intimated to the Institute before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Director.
- j. LTC not availed in a block of four years can be carried forward to the first year of the next four-year block. 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.

## 5. LTC for Escort

LTC is admissible to an escort accompanying a handicapped Institute employee 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 Director is obtained on each occasion.
- e. Concession, if any, allowed by the Railway/Bus services should be availed.

## 6. Conditions

- a. LTC can be availed of for self and family separately on different occasions, even in different calendar years of the same block.
- b. Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey.
- c. Circular tour tickets can be availed of in conjunction with the concession.
- d. LTC can be availed of during any leave including study leave, casual leave and special casual leave.

**NOTE:-** While on study leave, the entitlement will be as under:

- (i) Family staying with the Institute employee – From place of study to Home town limited to admissibility from Institute to Home Town.
- (ii) Family staying away from the Institute employee – Normal Home town entitlement.
- e. LTC can be combined with tour.
- f. LTC cannot be availed of during closed holidays only, without taking any leave.
- g. *Carry forward* - Concession for one block can be carried forward to the first year of the next block. Employees entitled to LTC to Home town for self alone every year cannot carry forward the concession.
- h. Some members of the family may avail the LTC to Home town while others may avail the same for “any-where in India” in the same two-year block.

## 7. Entitlements

### (A) Journey by Air/Rail

Pay Range Rs.18,400 and above – Air Economy (Y) Class by National Carrier.

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs.16,400 & above	Executive Class	AC First Class	AC First Class
Rs.8,000 to 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs.4,100 to 7,999	AC Chair Car	AC 3-tier	*First Class/AC 3-tier/AC Chair Car
Below Rs.4,100	Not entitled	Not entitled	Sleeper Class

\*All the Institute employees who are entitled to travel on LTC at their discretion by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

- NOTE:-**
1. Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis.
  2. If the journey is actually performed by Rajdhani/Shatabdi Trains upto an en route railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi Trains, fare for both the types of trains by the entitled class will be admissible for the respective portion of journey.
  3. If the journey is performed partly by Rajdhani/Shatabdi Trains and partly by other trains/modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.
  4. The journey can be performed by Rajdhani/Shatabdi Trains up to the nearest en route station, which should not be beyond the destination, i.e., Home town or declared place of visit.

### (B) Journey by Sea or by River Steamer:

Pay Range	A&N Islands and Lakshadweep Islands (Shipping Corpn. Of India)	Others
Rs.8,000 and above	Deluxe Class	Highest Class
Rs.6,500 to Rs.7,999	First/"A" Cabin Class	If there be two classes only on the steamer, the lower class
Rs.4,100 to Rs.6,499	Second/"B" Cabin Class	If there be three classes, the middle or second class. If there be four classes, the third class.
Below Rs.4,100	Bunk Class	The lowest class

### (C) Journey by Road

Pay Range	Entitlement
Rs.8,000 and above	Actual fare by any type of public bus, including air-conditioned bus;
Rs.4,100 and above but less than Rs.7,999	Same as at above with exception that journeys by air-conditioned bus will not be permissible.
Below Rs.4,100	Bus fare by ordinary bus.

**NOTE:-** In case of travel by AC Taxi, Taxi or Autorickshaw, production of fare receipt will be necessary but the claim will be restricted to bus fare by entitled class.

### 8. Special Relaxation

Between Leh and Srinagar/Jammu/Chandigarh during winter for Institute Employee, his/her spouse, and two dependent children (upto 18 years for boys and 24 years for girls).

In other cases, if the journeys are performed by air, the claim of the official will be restricted to his eligibility by the entitled class of accommodation by rail or by road, as the case may be.

### 9. 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 aril 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 fair 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.

### 10. Restrictions in respect of road journeys

- a. Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by other Government or local bodies, i.e. the receipt for the journey should be from the Govt. Body concerned for eligibility of LTC.
- b. Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Govt. concerned.
- c. No reimbursement permissible for journeys undertaken (i) in a private car (owned, hired or borrowed), chartered railway coach, or chartered bus, van or other vehicle owned/chartered by private operators; (ii) in vehicles even if owned by Govt. Bodies but chartered/run by private operators.
- d. Journeys by taxi, Autorickshaw, etc. are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.
- e. Between places not connected by rail, if more than One State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

## **11. Reimbursement**

Fares for journeys between duty station and Home town, both ways, will be reimbursed by the Institute in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways, restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc. are not reimbursable.

## **12. Advance for LTC**

- a. Up to 90% of the fare can be taken as advance for the purpose of LTC. 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.
- b. The employee should furnish Railway ticket numbers, PNR No. etc. to the Institute within ten days of drawl of advance.
- c. Advance can be drawn separately for self and family.

## **13. Submission of Claim**

- a. When advance is taken,
  - (i) the claim should be submitted within one month from the date of return of 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 drawl to the date of recovery will be charged.
  - (ii) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawl to the date of recovery.
  - (iii) When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the employee, the Director may, if satisfied, exempt charging of interest.
- b. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

## **14. Encashment of EL during LTC**

Encashment of earned leave while availing LTC will be admissible subject to the following conditions:-

- a. Limited to 10 days of earned leave on one occasion and 60 days in the entire career.
- b. Will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
- c. At least equal number of days of earned leave should be availed alongwith encashment.
- d. The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

## 15. Misuse of LTC

- a. Disciplinary action will be taken and during its pendency –
- (i) the disputed claim will be withheld, and
  - (ii) further LTC facility will not be allowed.
- b. 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 superannuating.
- 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 Director may disallow even more than two sets;
- in addition to any penalty under disciplinary rules.

## 16. Procedure to App.

Prescribed application form may be obtained from the General Section for the purpose of taking the L.T.C. (IITR FORM LTC-1).

## 17. Debitable Head

The amount of advance will be debitable to the funds allotted for the purpose under head 'L.T.C.'.

18. Applicable : w.e.f. 29<sup>th</sup> June 2002.



(A K SRIVASTAVA)  
LT. COL. (RETD.)  
REGISTRAR

No. IITR/Gen/LTC/2002/2-32-6 Dated : 25<sup>th</sup> Sept. 2002

24 SEP 2002

Copy to:-

1. All Head of the Deptts. / Centres / Offices.
2. Finance Controller.
3. P.S. to Direct. for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.