

NOTICE

08 Aug 18

STRICT ADHERENCE TO GOVERNMENT ORDERS WHILE AVAILING LTC

It is to notify that the College Office is in receipt of a number of cases, wherein due care and adherence to orders of University of Delhi / Government of India had not been exercised by the employee which results in unnecessary delay / non - processing of LTC claims and monetary loss to the employee. It is requested that all employees must adhere to latest rules and orders on LTC which are available on DoPT and University of Delhi websites. Brief of the rules are enclosed.

I Singh 8-8-18
(Dr. I.S. Bakshi)
Principal
for S/S

Copy to:-

- (i) Teaching / Non-teaching Staff Notice Board
- (ii) Administrative Officer (Admin.)
- (iii) Administrative Officer (Accounts)
- (iv) College website

SO A/c
Mr. Rayner
8/8/18

Guidelines for availing LTC

Eligibility:

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

Employees whose spouses are working in Indian Railways/National Airlines are not eligible for LTC.

Important points 1. Dependent condition does not apply to the Govt. Servant's spouse. 2. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block. 3. 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. 4. Can be availed of during any leave including study leave, casual leave and special casual leave. 5. Concession for one block can be carried forward to the first year of the next block.

Journey

By Air: Journey by Air is permitted to all entitled employees by LTC rules under the following conditions: (i) Travel by Air India only. (ii) In Economy class only, irrespective of entitlement. (iii) LTC-80 ticket of Air India only to be purchased. (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC LTC for J&K.

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. **By Rail:** All employees are entitled to travel by Rail by entitled class by the shortest route to the destination

Types of LTC (a) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the Government servant and his hometown, once in a block of two calendar years. (b) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years.

Note:

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 even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the

entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

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/child care leave. LTC during Leave Preparatory to Retirement (LPR) is permissible if the journey is completed before retirement. (So, leave is mandatory for availing the LTC).

Declaration of place of visit under Leave Travel Concession to any place in India.- When the concession to visit any place in India is proposed to be availed of by a Government servant or any member of the family of such Government servant, the intended place of visit shall be declared by the Government servant in advance to his controlling officer.

Encashment of Earned Leave along with LTC Government 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. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

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.

Advance: Upto 90% of the fare can be taken. Advance admissible for both outward and return journey 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.

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 is not visited.

Time limit for submission of claim:

- Within three months of completion of return journey, if no advance is drawn
- Within one month of completion of journey, if advance is drawn

Interpretation.- This is a very brief summery LTC Rules and Regulations prepared keeping in mind the FAQ by faculty members. The complete rules and regulation can be obtained from DoPT.

For recent circulars on LTC please visit http://ccis.nic.in/CP_Circular_Report