

**OVERVIEW ON  
LEAVE TRAVEL CONCESSION  
(LTC)  
GUIDELINES**



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

## LEAVE TRAVEL CONCESSION

Leave Travel Concession (LTC) scheme is a concessional travel facility for the Government employees and his/her eligible dependent family members to visit their Home Town or to visit any place in India during a block of four years. The travel expenses in terms of the employees and their eligible family members are borne by the Government. A Government employee and his family members while availing of Leave Travel Concession may travel in different groups at different time.

### OPERATIONAL GUIDELINES ON LTC

#### **1. Eligibility:**

- a) All permanent employees of the NIT Sikkim with one year of continuous service are eligible to avail LTC.
- b) When **both the husband and wife are Central Government servants:**
  - 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; either of the parents can claim the concession for the children in a particular block;
  - iii. the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

#### **2. Definition Family for the purpose availing LTC facility:**

##### **I. Relations included in the definition of Family:**

- a) Spouse (Husband & Wife)
- b) Two eldest surviving unmarried children including step children and legally adopted children, and
- c) Divorced / abandoned / separated from husband / widowed daughter(s) wholly dependent and residing with Government employee.
- d) Children exceeding two as a result of second child birth resulting in multiple births (in exceptional case)
- e) Parents and step parents, who are wholly dependent on the Government employee, irrespective of whether they are residing with the Government servant or not.
- f) Siblings (unmarried minor brothers and unmarried/ divorced/ abandoned/ separated/ widowed sisters) residing with and wholly dependent on the Government employee, provided that their parents are either not alive or are themselves wholly dependent on the Government employee.

##### **II. Relations NOT covered under the definition of Family:**

- a) Parents-in-law.
- b) Children of divorced/ abandoned/ separated/widowed sisters and children of divorced/ abandoned/ separated/ widowed daughters.
- c) Not more than one wife.
- d) Grand parents
- e) Any other not covered under the definition of Family as defined in Rule 4 of CCS(LTC) Rules, 1988.

### 3. Provisions for Fresh Recruits:

- i. A Fresh recruit to the Central Government is 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 fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.
- ii. Fresh Recruits are also allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/A&N/J&K/Ladakh. In additions, they are allowed **one additional conversion of Home Town LTC to visit UT of J&K / UT of Ladakh in block of four years.**

However, a fresh recruit whose Home Town and Headquarters are same, they are not allowed to convert any Home Town LTC as they are not eligible for Home Town LTC facility.

4. A Government servant and members of his family availing of LTC may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years.
5. The Government servant whose Home Town is situated in NER/A&N/J&K/Ladakh will also be allowed conversion of Home Town LTC for availing this Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated.

6. **Admissibility During Leave only:** The Leave Travel Concession (LTC) is admissible during any period of leave, including casual leave and special casual leave, but not during holidays or unauthorized absence.

### 7. 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. The balance of EL at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

8. **Employees drawing LTC advance should produce tickets within ten days of the drawal of advance** to the Account's Section to show that the amount drawn has been actually utilized for purchase of tickets. The amount of fare (air, rail etc.) also needs to be clearly stated in advance application. **The portion of unutilized advance amount is to be refunded immediately after procurement of tickets.**

### 9. Entitlement for travel:

- i) The travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's **O.M. No. 19030/1/2017-E.IV** dated 13.07.2017. **However, the facility of Air Travel for LTC is admissible only from level-09.**

- ii) Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC. Employees are also encouraged to avoid unnecessary cancellations. Cancellation made less than 24 hours before intended travel will require the submission of a self-declared justification by the employee.
- iii) Air ticket should be purchased through Authorized Travel Agents viz., M/s. Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC.
- iv) In case of train travel, the dynamic fare component shall not be admissible where non-entitled Government servant travels by air and claim reimbursement of entitled class of Rajdhani/Shatabdi/Duronto trains. Reimbursement will be for fare after deducting the dynamic fare component.
- v) In case of journey between the places not connected by any public/Government means of transport, the Govt. servant shall be allowed reimbursement as per his entitlement for a maximum limit of 200 kms for a to and fro journey (100 kms each side) covered by the private/personal transport based on a self-certification from the Govt. servant. Beyond this, the expenditure shall be borne by the Govt. servant.
- vi) **Travel for NIT Sikkim to Bagdogra/NJP and for other places where public transport is not available shall be reimbursable in the following manner:**
  - a) The employee must certify that no public mode of transport is available in the said route and that they have undertaken the journey by own car/two-wheeler/hired car.
  - b) The maximum claim shall admissible is 200 kms for to and fro journey.
  - c) Reimbursement shall be made according to the entitled mode of transport for each category of employee.
  - d) Rate for own car is Rs 20 and for hiring of taxi is Rs 30. For scooter/bike Rs 15 per km shall be reimbursed.
- vii) If an employee travels on LTC up to the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he/she may be allowed the fare reimbursement till the last point where he/she has travelled by the authorised mode of transport. This will be subject to the undertaking from the employee that he/she has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.
- viii) In every case the journey should be to the home/declared place of visit and back but it need not necessarily commence from or end at the headquarters of the employee either in his/her own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the 'home/declared place of visit' of the employee.
- ix) Reimbursement under LTC 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 point -to-point journey through ticket over the shortest direct route.

- x) Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his/her family members for which he/she is claiming the Leave Travel Concession.
- xi) As per the LTC Rules, the competent authority is authorized to allow use of own/hired taxi for LTC journey on account of disability of the employee or dependent family member after obtaining following papers/conditions to avoid misuse of such relaxation: -
  - a) Medical Certificate from competent authority.
  - b) Undertaking from employee that journey in authorized mode is not feasible and he/she actually travelled by own car/hired taxi.
  - c) Such claim should not be more than journey performed by the entitled class by rail/air by the shortest route.
- xii) Original boarding pass along with air tickets and original railway tickets (confirmed) must be attached to LTC claims. No reimbursement can be made against waiting list (WL) Railway Tickets without proof of confirmation of the said tickets.

**10.** No claim for LTC will be entertained without prior intimation in prescribed format through proper channel. The format is available in the Institute website ([www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)). The furthest location of the declared place of visit (name of the specific place not the name of state/area) should be mentioned clearly in LTC approval form.

**11.** Where an employee and his/her family perform journeys separately, there is no objection to his/her presenting separate claims. In each case, however, the claim should be for both outward and inward journeys.

**12.** Name of the intending family members including self to be mentioned on the approval form properly.

**13.** Statement Indicating Details of Family Members for LTC should be updated or submitted by the employee to the Establishment Section.

**14.** Dependency declaration for parents and eligible children aged above 18 years are required at the time of LTC advance/intimation.

**15. Forfeiture of claim: -**

- i. 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.

- ii. In case of advance drawn the claim should be submitted within one month from the date of return 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. **However, penal interest @ 2% above GPF rates on the entire advance from the date of drawal to the date of recovery will be imposed as per rules.**

**16.** Any misuse of LTC will be viewed seriously and the employees will be liable for appropriate **disciplinary action under the CCS (CCA) Rules, 1965**. In order to keep a check on any kind of misuse of LTC, the Institute may randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

**Interpretation: -** This is brief operational LTC guidelines prepared keeping in mind the FAQ raised by faculty and staff members. The complete rules and regulation can be obtained from the relevant DoPT rules (<https://doptcirculars.nic.in/OM/ViewOMNew.aspx?id=479>).

## Clarification for LTC Block Period as per joining and after completion of 8<sup>th</sup> LTC for fresh recruits

### 1. For those employees who joined the Institution in December 2015.

Block Period	Year of LTC	Type of LTC	LTC Occasion
2014-17	From the date of Joining to 31.12.2015	NIL	--
	From the date of completion of one year of service to 31.12.2016	Home Town	1 <sup>st</sup>
	01.01.2017 to 31.12.2017	Home Town	2 <sup>nd</sup>
2018-21	01.01.2018 to 31.12.2018	Home Town	3 <sup>rd</sup>
	01.01.2019 to 31.12.2019	All India	4 <sup>th</sup>
	01.01.2020 to 31.12.2020	Home Town	5 <sup>th</sup>
	01.01.2021 to 31.12.2021	Home Town	6 <sup>th</sup>
2022-25	01.01.2022 to 31.12.2022	Home Town	7 <sup>th</sup>
	01.01.2023 to 31.12.2023	All India	8 <sup>th</sup>
	01.01.2024 to 31.12.2025	Home Town	--
<b>As per normal entitlement</b>			
Block Period	Sub Block	Option-1	Option-2
2026-29	01.01.2026 to 31.12.2027	Home Town	All India
	01.01.2028 to 31.12.2028 (Grace period if Home Town or All India LTC not availed in 2026-27)		
	01.01.2028 to 31.12.2029	All India	Home Town
	01.01.2030 to 31.12.2030 (grace period if All India or Home Town LTC not availed in 2028-29)		

### Explanation:

- (a) After the completion of the first eight years, when the next LTC cycle of fresh recruit coincide with the beginning of the second two year block (eg. 2024-25) of the running block (2022-25), he/she will be eligible only for the 'Home Town' LTC in that block if he/she has availed of 'Any place in India' LTC in the 8<sup>th</sup> year. **In case, the fresh recruit forgoes his/her eighth year LTC, then he/she has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two years block (i.e. 2024-25).**
- (b) If in case the employee avails 'Any Place in India' or 'Home town' LTC 2026-27 after 31.12.2028, this will be debited against the block period 2028-29 and hence he/she will lose his/her entitlement for 2026-27 by not availing it before the grace period and the same will be applied for LTC 2028-29.

## 2. For those employees who joined the Institution in 2016.

Block Period	Year of LTC	Type of LTC	LTC Occasion
2014-17	From the date of Joining to 31.12.2016	NIL	--
	From the date of completion of one year of service to 31.12.2017	Home Town	1 <sup>st</sup>
2018-21	01.01.2018 to 31.12.2018	Home Town	2 <sup>nd</sup>
	01.01.2019 to 31.12.2019	Home Town	3 <sup>rd</sup>
	01.01.2020 to 31.12.2020	All India	4 <sup>th</sup>
	01.01.2021 to 31.12.2021	Home Town	5 <sup>th</sup>
2022-25	01.01.2022 to 31.12.2022	Home Town	6 <sup>th</sup>
	01.01.2023 to 31.12.2023	Home Town	7 <sup>th</sup>
	01.01.2024 to 31.12.2024	All India	8 <sup>th</sup>
	01.01.2025 to 31.12.2025	NIL	--
<b>As per normal entitlement</b>			
Block Period	Sub Block	Option-1	Option-2
2026-29	01.01.2026 to 31.12.2027	Home Town	All India
	01.01.2028 to 31.12.2028 (Grace period if Home Town or All India LTC not availed in 2026 to 2027)		
	01.01.2028 to 31.12.2029	All India	Home Town
	01.01.2030 to 31.12.2030 (grace period if All India or Home Town LTC not availed in 2028- 29)		

### Explanation:

- (a) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (eg. 2022-25) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (eg. 2025 of 2024-25), he/ she will not be eligible for LTC in that year (i.e. 2025).
- (b) If in case the employee avails Home town or All India LTC 2026-27 after 31.12.2028, this will be debited against the block period 2028-29 and hence he/she will lose his/her entitlement for 2026-27 by not availing it before the grace period and the same will be applied for LTC 2028-29.



### 3. For those employees who joined the Institution in 2019.

Block Period	Year of LTC	Type of LTC	LTC Occasion
2018-21	From the date of Joining to 31.12.2019	NIL	
	From the date of completion of one year of service to 31.12.2020	Home Town	1 <sup>st</sup>
	01.01.2021 to 31.12.2021	Home Town	2 <sup>nd</sup>
2022-25	01.01.2022 to 31.12.2022	Home Town	3 <sup>rd</sup>
	01.01.2023 to 31.12.2023	All India	4 <sup>th</sup>
	01.01.2024 to 31.12.2024	Home Town	5 <sup>th</sup>
	01.01.2025 to 31.12.2025	Home Town	6 <sup>th</sup>
2026-29	01.01.2026 to 31.12.2026	Home Town	7 <sup>th</sup>
	01.01.2027 to 31.12.2027	All India	8 <sup>th</sup>
	01.01.2028 to 31.12.2029	Home Town	--
<b>As per normal entitlement</b>			
Block Period	Sub Block	Option-1	Option-2
2030-33	01.01.2030 to 31.12.2031	Home Town	All India
	01.01.2032 to 31.12.2032 (Grace period if Home Town or All India LTC not availed in 2030-31)		
	01.01.2032 to 31.12.2033	All India	Home Town
	01.01.2034 to 31.12.2034 (Grace period if All India or Home Town LTC not availed in 2032-33)		

#### Explanation:

- (a) After the completion of the first eight years, when the next LTC cycle of fresh recruit coincide with the beginning of the second two year block (eg. 2028-29) of the running block (2026-29), he/she will be eligible only for the 'Home Town' LTC in that block if he/she has availed of 'Any place in India' LTC in the 8<sup>th</sup> year. **In case, the fresh recruit forgoes his/her eighth year LTC, then he/she has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two years block (i.e. 2028-29)**
- (b) If in case the employee avails Home Town or All India LTC 2030-31 after 31.12.2032, this will be debited against the block period 2032-33 and hence he/she will lose his/her entitlement for 2030-31 by not availing it before the grace period and the same will be applied for LTC 2032-33.

#### 4. For those employees who joined the Institution in 2022.

Block Period	Year of LTC	Type of LTC	LTC Occasion
2022-25	From the date of Joining to 31.12.2022	NIL	
	From the date of completion of one year of service to 31.12.2023	Home Town	1 <sup>st</sup>
	01.01.2024 to 31.12.2024	Home Town	2 <sup>nd</sup>
	01.01.2025 to 31.12.2025	Home Town	3 <sup>rd</sup>
2026-29	01.01.2026 to 31.12.2026	All India	4 <sup>th</sup>
	01.01.2027 to 31.12.2027	Home Town	5 <sup>th</sup>
	01.01.2028 to 31.12.2028	Home Town	6 <sup>th</sup>
	01.01.2029 to 31.12.2029	Home Town	7 <sup>th</sup>
2030-33	01.01.2030 to 31.12.2030	All India	8 <sup>th</sup>
	01.01.2031 to 31.12.2031	NIL	
	01.01.2032 to 31.12.2033	All India/Home Town	
	01.01.2034 to 31.12.2034 (Grace period if All India LTC not availed in 2033-34)		
As per normal entitlement			
Block Period	Sub Block	Option-1	Option-2
2034-37	01.01.2034 to 31.12.2035	Home Town	All India
	01.01.2036 to 31.12.2036 (Grace period if Home Town or Home Town/All India LTC not availed in 2034-35)		
	01.01.2036 to 31.12.2037	All India	Home Town
	01.01.2038 to 31.12.2038 (Grace period if All India or Home Town LTC not availed in 2036-37)		

#### Explanation:

- (a) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (eg. 2030-33) where the new LTC cycle of fresh recruit coincides with the second year of the running two-year block (eg. 2031 of 2030-31), he/ she will not be eligible for LTC in that year (i.e. 2031)
- (b) If in case the employee avails All India or Home Town LTC 2032-33 after 31.12.2034, this will be debited against the block period 2034-35 and hence he/she will lose his/her entitlement for 2032-33 by not availing it before the grace period and the same will be applied for LTC 2034-35.