

## 1. Eligibility

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

Example:- An official appointed on 31-12-2004 will be eligible for the two year block 2004-05, but those appointed on or after 1-1-2005 will not be eligible for that block.

**Note** : Government servants whose spouses are working in Indian Railways/National Airlines are not eligible for LTC.- OM dated 20-10-97.

2. If an official is under suspension, the leave travel concession is admissible only to his family members.

3. When both the husband and wife are Central Government servants-

- (a) They can declare separate Home Towns independently;
- (b) 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.
- (c) Either of the parents can claim the concessions for the children in a particular block.
- (d) The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

‘Family’ means – 4.

i) the Government servant’s wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servants or not;

ii) married daughters divorced, abandoned or separated from their husbands and widowed daughters and residing with the Government servant and wholly dependent on the Government servant,

iii) parents and/or stepmother residing with and wholly dependent on the Government servant;

iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant;

## 5. Explanations

(a) The restriction of the concession is 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.

(b) Only one wife is included in the term "Family" for the LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

(c) It is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the concession. The concession in their case shall, however be restricted to the actual distance travelled or the distance between the headquarters of the Government servant and the Home Town/Place of visit, whichever is less.

(d) Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".

(e) A member of the family whose income from all sources, including stipend, or pension, excluding Dearness Relief does not exceed Rs.1500/- p.m. is deemed to be wholly dependent on the Government servant.

(f) Husband and wife is one unit for purpose of LTC and hence the conditions of dependency is not applicable – Deptt of Per & Trg. Ref dated 15-9-1999 to MTNL, ND.

## 6. Salient Points

(i) Concessions can be availed of for self and family separately on different occasions even in different calendar years of the same block.

(ii) 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.

(iii) Circular tour tickets can be availed of in conjunction with the concessions.

(iv) Can be availed of during any leave including study leave, casual leave and special casual leave.

(v) While on study leave, the entitlement will be -

(aa) Family staying with Government servant - From place of study to Home town limited to admissibility from headquarters to Home town.

(ab) Family staying away from Government servant - Normal Home Town entitlement.

(vi) Can be combined with transfer/tour.

(vii) Cannot be availed of during closed holidays only, without taking any leave. At least one leave – prefixed a suffixed is required to be taken.

7. Carry Forward- Concessions for one block can be carried forward to the first year of the next block i.e. the outward journey for 2003-2004 block can be performed up to 31-12-2005. Employees entitled to LTC to Home Town for self alone every year cannot carry forward the concessions.

**Home town concessions by some members of the family and “anywhere in India” by others in the same two year block permissible** - Some members of family may avail the concessions to Home Town while others may avail the same for “Anywhere in India” in the same two year block

8. 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 Other Trains  
Express

Rs. 16,400 and above Executive Class AC First Class AC First Class

Rs. 8,000 to Rs. 16,399 AC Chair Car AC 2-tier AC 2-tier

Rs. 4,100 to Rs. 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 Government servants who are entitled to travel on LTC by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in case where any of the train connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation

**(b) Journey by Sea or by River Steamer:**

Pay Range A&N Islands and Others  
Officers drawing pay Lakshadweep Islands  
(Shipping Corpn. Of India)

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:**

Srl. Pay Range Entitlement

1. Rs. 8,000 and above Actual fare by any type of public bus, including air-conditioned bus
2. Rs. 4,100 and above Same as at (1) above with exception but less than that journeys by air-conditioned bus Rs.7,999 will not be permissible
3. Below Rs. 4,100 Bus fare by ordinary bus.

Note- In cases of travel by AC Taxi, Taxi or autorikshaw, production of fare receipt will be necessary but the claim will be restricted to bus fare by entitled class. – Rule 12 (1) (C).

**9. LTC to Home Town**

- Admissible to all employees irrespective of the distance involved.
- Home town once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.
- Admissible once in a block of two calendar years. The block s are 2002-03, 2004-05 and so on.
- An employee (including unmarried having his family at his Home Town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

**10. LTC to any place in India:-**

- This concession is admissible in lieu of one of the two journeys to Home town in a block of four years. The current block is 2002-05. The last date for commencement of the outward journey is 31-12-2006 (including the grace period of one year).

Available for travel to any place in India-mainland or overseas-  
including employees Home town.

Officials availing LTC to Home town for self alone once every  
year, are not entitled to LTC to anywhere in India.

11. Carry forward - Concession 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.

**12. Misuse of LTC:-**

(i) Disciplinary action will be taken and during its pendency-

- (a) the disputed claim will be withheld; and
- (b) further LTC facility will not be allowed.

(ii) When disciplinary proceedings are over-

(a) If found not guilty-

(aa) the withheld claim will be admitted; and

(ab) any LTC facility which 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 superannuation.

(b) If found guilty-

(aa) the withheld claim will be disallowed;

(ab) next two sets-one to Home town and one to any  
place in India – will be forfeited; and

(ac) in case of grave misuse, the Competent Authority  
may disallow even more than two sets; in addition to any  
penalty under disciplinary rules.

F.No. 31011/4/2008- Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training

New Delhi, the 23rd September, 2008

**OFFICE MEMORANDUM**

Subject:- Sixth Central Pay Commission – Recommendations relating to LTC – Acceptance of.

Consequent upon the acceptance of the recommendations of Sixth Central Pay Commission, it has been decided to make necessary additions/changes in the CCS(LTC) Rules, 1988 as indicated below:-

**Rule 4(d) Definition of Family:-**

The parents and /or step parents (stepmother and stepfather) who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employee or not.

The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. The extant conditions in respect of other relations included in the family including married/divorced/abandoned/separated/widowed daughters shall continue without any change.

**Rule 8 Types of LTC**

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 officers 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.

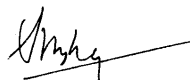
**Rule 12 Entitlement**

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body. Air Journey by Private Airlines will however, continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24<sup>th</sup> March, 2006 and in terms of the orders of DOPT in this regard.

Encashment of Earned Leave alongwith LTC

Government officers are allowed to encash 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, the present entitlement for availing LTC shall remain unchanged, and 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.

2. **These changes are effective from 1<sup>st</sup> September, 2008.**
3. The LTC claim pertaining to the period prior to 31<sup>st</sup> August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be re-opened.
4. In so far as persons working in the Indian Audit & Accounts Department are concerned, these orders are being issued in consultation with C & A.G. of India.
5. Hindi version will follow.



(P. Prabhakaran)

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To

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