

LEAVE TRAVEL CONCESSION

Authority

(a) PC No.13/2000

Dt.29-6-2000

Paras 1 & 4

(b) PC No.25/2000

dt.13-10-2000

para-1

APPLICABLE ONLY TO OFFICERS IN
GRADE- VIII & ABOVE

Authority

IDN No.BDL/04/

58E,

dt.23-04-1982

The following rules are framed to enable the employees and their families to undertake journeys to Home Towns/any other places in India (within the territory of India) and back, while on V.L. / L.O.P (Sanctioned) separately or in combination covering the full period of LTC.

2. DEFINITIONS:

2.1 **Family:** :”Family” shall mean –

The employee’s wife/husband, as the case may be, residing with the employee and wholly dependent upon him/her;

Legitimate children and step-children;

Dependent parents, step mother;

Dependant unmarried sisters (applicable only where the parents are also dependent or are not alive);

Dependent minor brothers residing with the employee and wholly dependent upon him/her (applicable only where the parents are also dependents or are not alive).

Subject to the condition that the total number of brothers and sisters for the purpose of claiming concession under the rules shall not exceed two (i.e., two brothers or two sisters, or one brother and one sister).

Dependent:

Authority

PC No.

Dt.

Parents ,sister or brother, residing with the employee and whose income from all sources does not exceed Rs 1,500 per month, shall be deemed to be wholly dependent upon the employee for the purpose of this rule.



Note: In case of availing LTC for brothers, their date of birth certificate(s) along with an attested copy shall be produced by the employee.

2.2 Home Town : “Home Town” means the permanent home town or village as entered in the appropriate official record of the employee concerned, or such other place as has been declared by him, duly supported by reasons, such as ownership of immovable property, permanent residence of near relatives, where he is required to attend various domestic and social obligations, etc., at the place where he would normally reside but for his absence from such a station for service in BDL. Where the husband and wife are employees of BDL, the couple should be treated as single family and declare one place to be their home town which should be the same place for both of them. In making the declaration, it is open to them to choose the home town of the parents of either spouse or any other place where they have to fulfill their social and religious obligation. But having once declared a place to be their home town, that place should be treated as their joint home town for all times.

NOTE : CHANGE OF HOME TOWN FOR THE LTC PURPOSES.

Authority BDL/04/51/ 16/C-P&A Dt. 27-01-1992	The rules regarding declaration and change of Home Town for LTC purposes are as under :
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Home Town : “Home Town” means the permanent home town or village as entered in the appropriate official record of the employee concerned, or such other place as has been declared by him, duly supported by reasons, such as ownership of immovable property, permanent residence of near relatives, where he is required to attend various domestic and social obligations etc., at the place where he would normally reside but for his absence from such a station for service in BDL.

The declaration of Home Town once made shall ordinarily be treated as final. However, in exceptional circumstances, the controlling officer may authorize a change in such declaration, provided that such a change shall not be more than once during the service of an employee.

The change of Home Town is to be resorted to as an exception rather than as a rule. Any request for change of Home Town is examined with reference to the following criteria :



Whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, if so, whether after his entry into service, the employee had been visiting that place frequently;

Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there (where an employee or the family of which he is a member owns residential and/or land property in more than one place the employee may choose one such place as his Home Town giving reasons for the same);

Whether his near relations are permanently residing in that place; and

Whether prior to his entry into the company, the employee had been living there for some years.

Further, the employee is required to submit evidence or certificate issued by Government/revenue Officials not below the rank of Tahsildar in respect of residential/land property.

The change of Home Town is subject to verification. If it is found, on verification, that the information furnished by the employee is not correct, the concerned employee shall be liable for disciplinary action besides recovery of the amount paid towards LTC.

Employees are advised, in their own interest, not to send a request for change of Home Town unless there is a valid reason to do so.

3 WHEN HUSBAND AND WIFE ARE EMPLOYEES:

3.1 When both the husband and wife are BDL employees, the concession will be admissible to the family on the scale admissible to the husband or the wife (and not both) who applies for this concession.

3.2 The declaration of hometown once made shall ordinarily be treated as final. However, in exceptional circumstances the Managing Director may authorize a change in such declaration, provided that such a change shall not be more than once during the service of an employee.

4. SCHEMES AVAILABLE FOR LTC:

Authority 4.1 Under the scheme an employee and his/her family,

- 1) BDL/03/21/79
dt.03-06-1987
- 2) BDL/03/21/79
Dt.11-06-1987
- once in a block of **Four*** years, will be entitled to visit home town and once in a block of four years any place in India. Reimbursement of train fares/Air fares/Bus Fares will be made without any restriction (w.e.f. 01.06.1987).

Authority PC No.41/91 dt.09-01-1991 **CLARIFICATIONS**

SI	POINTS RAISED BY THE DIVISIONS/EMPLOYEES	CLARIFICATION
1.	An employee has encashed his All-India LTC in 1988 (i.e. during the extended period of block year 1986-87); whether he could be allowed to perform the journey to Home Town during this block year (i.e. 1988-89)	Since the All-India LTC encashment was made with reference to the block year 1986-87, there is no bar to the employee and his family members performing journey to the Home Town during the current two years Block, i.e. 1988-89 or during the extended year 1990.
2.	Whether the dependent parents of an employee have already availed of the All-India LTC in current block of 1986-89, whether the employee could be allowed to encash his entitlement of All-India LTC for himself and immediate family members (i.e. his/her spouse and children).	The employee and his immediate family members may be allowed either to perform journey or encash the LTC (Authority PC No.43/91 dt.21.01.1991).
3.	An employee applied for encashment of his LTC during 1986-87, but no account of non-availability of funds, the LTC encashment was allowed in the block 1988-89 only. He had not availed the Home Town LTC during the block year 86-87; whether he could be allowed to perform journey to Home Town during this block i.e., 1988-89	Since the employee had actually applied for LTC encashment during the block year 1986-87, he may be allowed to perform the journey to Home Town during the block year 1988-89 or during the extended year 1990.
4.	An employee has encashed his All-India LTC during the two year block 1988-89. He did not avail of the Home Town LTC during 1986-87. Dependent parents also did not avail the All-India LTC; whether he could be allowed to perform the journey to Home Town during the current block year (i.e. 1988-89).	Since encashment has been availed during 1988-89 block, the question of allowing LTC to Home Town for 1988-89 block does not arise.
5.	An employee has already encashed his LTC during the block year 1986-87	Since the All-India LTC was encashed/availed in the 1986-87

	and his dependent parents have also performed journey to any place in India; whether the Home Town journey under LTC could be allowed to him during his block year (1988-89).	Block years, the LTC to Home Town during the block year 1988-89 may be allowed.
6	Employees are allowed to encash their for the block year 1986-89, in the year 1990 as per the agreement reached with the Union. In case of Officers is this provision applicable.	The Officers are also permitted for encashment of LTC relating to the Block year 1986-89, upto the end of December 1990 (i.e.) grace period, as a special case. However, the encashment is to be availed by both Executives and Non-Executives before the end of block year i.e. before 31.12.1993 in respect of block year 1990-93 and thereafter. No grace period of 1 year is permissible.
7.	Under the encashment scheme, in case if an employee/officer wishes for encashment for a particular block of 4 years, who are the other members of the family not covered under the encashment scheme but eligible to avail LTC (any where in India).	Dependent parents (Father and/or Mother) and Sisters and minor brothers (not exceeding two) are permitted to avail LTC (any where in India).

5 SCOPE & ENTITLEMENT:

Authority 5.1 While traveling, the employees will be entitled
BDL/03/21/79 to the same class of accommodation which they are
Dt.03-06-1987 entitled under the BDL TA/DA Rules for journeys by
rail on temporary duty at the time the journeys are
undertaken. However, officers in Grade VIII and above and/or their family
members will be entitled to travel by Air while availing the Leave Travel
Concession. The Leave Travel Concession claims will be reimbursed on
production of railway receipts or ticket numbers/Air tickets/bus tickets (w.e.f.
01-06-1987).

Authority 5.2 The concession will be admissible to all the
BDL/03/21/79 employees of BDL who have completed a minimum of
Dt.03-06-1987 one year's continuous service with the company.
(w.e.f.01-06-1987).

5.3 If the wife and husband are working in different departments:

a) If husband and wife are working in different departments, companies, establishments, etc., and where LTC facilities or other type of travelling concession/privilege by bus/train are given, they can avail of this concession at one place only, where it is beneficial to them.

b) In such cases the employee should furnish a certificate at the time of availing his/her LTC claim, to the effect that his wife / her husband for whom LTC is claimed by him/her is employed in ____ (Name of the public sector undertaking/corporation/autonomous bodies etc.) which provides LTC facilities/other types of concession/bus pass facility/other types of train facility etc., has not preferred and will not prefer any claim in this behalf, on her/his employer.

c) The concession is allowed once in a period of two calendar years. However, an employee who has a family living away from his place of work, may avail of the concession for himself alone every year for visiting his hometown instead of having the concession for both self and family once in a block of two years.

5.4 Extent of Eligibility:

a) The concession will be admissible to all the employees of BDL who have completed a minimum of one year's continuous service with the company.

However temporary or contract employees will be eligible for the concession only for Home Town beyond 400 kms/after completion of one year provided they are likely to continue for further period of one year totalling to two years.

b) The concession is restricted to journeys within the territory of India and is admissible for journeys between places connected by rail/partly connected by rail and partly connected by road/steamer services and also between places not connected by rail.

c) If the employee's hometown is outside India, the assistance is admissible upto the last Indian Railway station of the border or port nearest to his hometown on Indian border and back.

d) If the employee's hometown/all India journey (by shortest route) are not connected by rail/Govt. Road Transport and where other modes of transport are used for the journey, the extent of Leave Travel Concession allowable shall be the railway fare by the eligible class or actuals whichever is less.

e) If there are any local restrictions on visits to places in border area, it is the responsibility of the employee to fulfill the conditions for visit to the places which are subject to local restrictions.

f) In case the employee falls sick while availing the LTC beyond sanctioned leave, he may support his absence with the medical certificate from ESI/Govt. Reg. Doctor/RMP of the place where he falls sick and undergoes treatment. In such cases where the leave availability is sick leave/LOP such leave will be accepted, as a special case as eligible for LTC.

g) If an employee is on unauthorized LOP during LTC journey period, the claim submitted by him will be forfeited.

6. EMPLOYEE AND FAMILY AS INDEPENDENT UNITS:

In the case of journey to hometown, the employee and his family can commence journey at the same time or at different times from the headquarter or from different places and reach their hometown and go back to their



respective places or to headquarter. However the claim will be restricted to from headquarter to hometown and back or actuals whichever is less.

Similarly, in the case of availing LTC to anywhere in India (once in a block of four years) the employee and his family can commence their journey from the headquarters or from different places and travel at the same time or different times to the same place or different places separately and return back to their respective starting points or headquarter but the claim will be restricted to, from headquarter to different places of travel and back to headquarter or actuals whichever is less.

6.1 Claim for family may be separate:

Where an employee and his family perform journeys separately, there is no objection to his presenting separate claims for himself and family.

6.2 Concession for one way journey :

The concession is admissible to employee's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations.

a) Reimbursement in respect of the outward journey only:

- i) The dependent son/daughter getting employment or getting married after going to hometown or remaining there for prosecution of studies.
- ii) The family having performed the journey to hometown have no intention of completing the return journey from hometown, provided the employee foregoes, in writing, the concession in respect of the return journey if performed by the family members at a subsequent date.

b) Reimbursement in respect of the return journey only :

- i) A newly married husband/wife coming from hometown to headquarter station or a husband/wife who has been living long at home town and did not avail of the LTC in respect of the outward journey.
- ii) A dependent son/daughter returning with parents or coming alone from hometown where he/she has been prosecuting studies or living with grand parents etc.



iii) A child who was previously below five years of age but has completed five at the time of the return journey.

iv) A child legally adopted by an employee while staying in the hometown.

Note: A child who was below twelve at the time of the outward journey but has completed twelve at the time of return journey will be entitled to half fare for the outward journey and full fare for the return journey.

7. TWO YEAR AND FOUR YEAR BLOCK:

7.1 How to reckon the first block on the entry into service:

An employee who is recruited at any time during 1972 or earlier will be entitled for the concession during the block 1972 and 1973, but an employee who is appointed during the year 1973 will forego the concession for the block 1972-73 as he would not have completed one year of service before 1st January 1974. He can avail of the concession once during the block 1974-75 and once during the block 1976-77 and so on. The four year block will commence from 1974 viz. 1974-77, 1978-81 and so on.

7.2 When employee or his family unable to avail LTC:

The employee and/or his family, who are unable to avail themselves of the concession in a block of two years, will be permitted to avail of the concession for that block, before the end of the first year of the next block. The next block will remain unchanged.

8. Selection of Routes:

8.1 If an employee travels in a higher class than that to which he is entitled, company's assistance for the portion beyond the initial distance will be restricted to the fares of the appropriate class for that portion of the journey.

8.2 Travel by lower class:

If an employee travels by lower class the assistance will be based on the lower class fare actually paid.

8.3 Travel by own car:

i) When the employee and/or his/her family travel by road between two points connected by rail by his/her own car, the cost of propulsion being borne by the employee himself/herself, the extent of company's assistance will be limited to what would have been admissible had the journey been performed by rail by the entitled class or the actual expenditure for the journey whichever is less. In such cases a certificate to the effect that he/she and or the member of his/her family travelled by their own car and that the actual expenses incurred were not less than the railway fares, should be furnished by the employee.

ii) The following conditions should be fulfilled whenever an employee and/or his/her family travelled by road between two points connected by rail by own car, the cost of propulsion being borne by the employee himself/herself.

(a) The employee should state his/her intention to travel by road in his own car in the application form for drawing advance and only when the permission of the Management is granted. he/she can avail of this facility.

(b) The route proposed to be followed should be specified.

(c) The route actually used and the actual mileage covered should be mentioned in the bill for final claim of the LTC.

(d) He/she has to produce petrol/diesel/hotel bill or any purchase bill in his/her name or any other proof of purchase in support of having traveled to the place for which LTC is claimed by him/her.

(c) The fare allowed to him would be restricted to what would have been paid, had he/she traveled by eligible class.

(f) Following details should also be furnished.

Make of Car:
Car Regn. No.:
Place of Registration:
Name & address of owner:
Cost of Petrol/oil Bills:
Wage of driver, if any:

Non-production of cash memos/vouchers (in support of POL purchased on the way) may be waived by the MD, if he is otherwise satisfied in regard to



the genuineness of the claim and the bonafide of the journey having been performed.

8.4 Different class in the same journey :

An employee may travel in any class for the initial distance of each journey for hometown which is his own liability. Beyond the initial distance, there would be no objection to an employee traveling in a lower or higher class, but company's assistance would be limited to the fare of the accommodation of the entitled class and/or the lower class to the extent actually used or actuals whichever is less.

8.5 When an employee/family on the way to hometown:

An employee or his/her family members may travel by any route, or halt anywhere on the way to or from the hometown but the assistance to be given by the company will be limited to the fare by the shortest route only, calculated on the basis of through ticket.

8.6 When travel by other class/conveyance other than eligible:

There is no objection to the company employee performing journeys under the scheme of LTC to and from his hometown by deluxe air-conditioned express / Rajdhani express but the reimbursement to him would be limited to what would have been eligible/reimbursable had he travelled by the class of accommodation to which he is entitled for such journeys by any other train or the actual fare minus proportionate fare for the first 400 Kms as the case may be or whichever is less.

8.7 When the places are not connected by rail or Govt. Transport:

(a) LTC may also be admissible for journeys between places not connected by rail, Govt. Transport provided such journeys are performed by the shortest road route/steamer services. In such cases the extent of assistance from the company (i.e., for journey) will be limited to what would have been admissible, had the journey been made by rail in the entitled class, or the actual expenditure, whichever is less.

(b) In case, the employee travels by air, his eligibility for reimbursement of fares will be determined by the entitled class by train or actuals whichever is less.

(c) In case the employee purchases circular/tour tickets he has to declare the places of visits with reference to which he or members of his family will avail of the concession to visit any places in India.

Once this is done, the claim will be regulated as between the Headquarters and the places indicated by the employee by the shortest direct route. The actual claim will be limited to the amount that would be admissible as if the employee travelled between the headquarters and the declared distance by the shortest direct route in the class of accommodation actually used by purchasing circular tour tickets or by the entitled class, whichever is less.

(d) In case an employee desires to travel in 'Yatra Special' Train he should obtain prior permission of MD, subject to the production of the following:

- i) A copy of sanction/allotment of special train from railway authorities.
- ii) The list of passengers traveled by the special train.
- iii) Receipts for fares, excluding boarding and lodging charges.
- iv) Any proof as having reached the destination by him/her.

In such cases the extent of eligibility will be as admissible under these rules.

NOTE

Authority All the employees are requested to make note of the
Cir. No.BDL/04 above and are advised to perform LTC journey
Dt.03-12-1986 through Rail or by any other travels operated directly
 by Tourism Development Corporation in the Public Sector,
 State Transport Corporation only and transport services run by the other
 Government or local bodies.

9. Grant of advances:

9.1 Advances are granted to employees 30 days before the commencement of the journey to enable them to avail the concession provided the claims for advances are received in Admin. Department at least 10 days in advance. The amount of such advances in each case will be limited to 80% of the estimated amount of fares for to and fro journeys.



9.2 If the family travels separately the advance may also be drawn separately to the extent of admissibility.

9.3 The advance should be refunded in full, if the outward journey is not commenced within 30 days of grant of advance to the employee, failing which the amount of advance shall be recovered in full from the employee's salary.

9.4 If the employee applies for advance second time after recovery of first advance it will be paid only if he furnishes an undertaking in writing to the effect that he would perform the journey and failing which he would refund the advance in full and he should also produce the railway/bus tickets purchased by him for onward journey in support of his intention to perform the journey. If the journey is not commenced as per the programme, he should refund the advance in full, failing which the advance will be recovered in full from his salary or any other amount due to him. He will not be eligible for any further advance for that block of 4 years for himself and his family. He may, however, perform the journey and submit his LTC claim for reimbursement in the normal course.

9.5 If the period of absence of the employee or any member of his/her family is likely to exceed 90 days, one half of the advance in respect of persons concerned should be refunded to the company forthwith.

9.6 When an advance is taken by the employee for self or family or both for travel in a particular class, but travel is actually performed by a lower class or in cases where the expense incurred fall below the amount of advance drawn, the amount of the difference should be refunded within a week from the date of resuming duty or from the date of completion of return journey in the case of family, without waiting to submit the detailed bill in adjustment of the advance taken.

10. The LTC claims should be prepared in the form prescribed for the purpose and submitted to the Accounts Department through the leave sanctioning authority within 15 days of the completion of the return journey. The LTC claim should invariably be supported by money receipts from the railway/ticket Nos. or RTC/Steamer services or other proofs of having travelled where there is no rail and/or Govt. buses are available.

11. Travel by Company empanelled transport agencies:

Employees will be allowed to travel by the company empanelled transport agencies subject to the following conditions being fulfilled both by the Transport agency and the employees. The list of empanelled agencies will be issued separately by the Management.

The travel agent has to take declaration from the employees with regard to the names of the family members/dependents traveling by his transport.

The travel agent should produce a copy of permit for the particular tour alongwith the list of passengers travelling by his transport.

During the tour, the travel agent should obtain octroi/checkpost receipts or a voucher showing evidence of crossing a checkpost with a seal on it, where possible and produce the same to the company.

The travel agent should produce a certificate or a receipt from Municipal authority/police/RTO authority/Hotel bill, one or two bills for petrol or diesel purchased on the way/destination or any other evidence of having touched the destination.

Money receipt indicating that the charges do not include boarding and lodging charges.

The employee should inform atleast 48 hours before journey, the particular transport agency, place, time, etc., to the Personnel Department for necessary action as may be deemed fit.

Reimbursement of the claims in such cases will be restricted to the rail fare of the entitled class between the starting station and the farthest place visited by the direct routes subject to actuals excluding incidentals mentioned above.

12. Travel by (chartered) bus/company organized bus (Group):

Employee will be allowed to travel by the charter bus/company organized bus (i.e., group of employees) subject to the following conditions:

The employee has to obtain prior permission of MD for performing the journey(s) by chartered bus or company organized bus.



The chartered bus should belong to the registered transport agency running buses on hire.

The conditions stipulated in rule (11) should also be fulfilled.

Reimbursement of the claims in such cases will be restricted to the rail fare of the entitled class between the starting station and the farthest place visited by the direct routes limited to actual expenditure excluding incidentals.

13. POINTS FOR SCRUTINISING LTC CLAIMS:

Whether the employee has completed one year of continuous service on the date of the journey.

Whether the employee availing LTC for himself is on regular C.L. or V.L. or whether any relaxation was approved by the competent authority.

Whether the claim has been preferred within 15 days of the date of completion of the return journey.

Whether the claim is for the journey performed within India.

If the journey was performed by road transport or steamer service in conjunction with the railway, whether such services are recognized.

Whether the hometown is at a distance of more than 400/160 KMs from headquarters as the case may be.

Relationship of the members of the family to the head of the family and age.

Whether the claim is by the shortest route.

Whether the employee is entitled to the class of accommodation by which he travelled.

Whether the employee has previously intimated before the journey was undertaken.

Check serial number of railway tickets, cash receipts.

Whether a note of the journey has been recorded in appropriate register maintained for the LTC.



Whether the concession has been availed only once during the block of two calendar years, or during its grace period.

Whether advance taken has been adjusted in full or excess refunded.

Whether the travel is by empanelled Transport Agency.

14. GENERAL:

14.1 The management reserves the right to restrict the scope of concession in particular cases of employees at its discretion.

14.2 Any mis-statement of facts with a view to accruing any benefits under these rules or any violation of these rules will render the employee liable for disciplinary action as per the rules of the company.

15. These rules will come into force with immediate effect and supersede all other instructions issued on LTC earlier.

16. The Management reserves the right to amend, add or delete any of the above rules or withdraw the above concession at any time

17. In case of any doubt about entitlement and interpretation of these rules, the decision of Managing Director shall be final.

18. MD may also relax these rules in exceptional cases.

19. LTC advance will be paid only after the employee produces sanctioned leave application for the period during which the employee himself utilizes LTC benefit.

20. Any case pending prior to issue of these instructions will be decided on the merits of each case and such decisions shall not be quoted as precedences.

