

Central University of Rajasthan

Approved by the Executive Council in 21st Meeting vide Agenda Item No. 21-4.15.

Guidelines for Leave Travel Concession for University Employees (based on CCS (LTC) Rules, 1988 & UGC Guidelines)

The guidelines given below have been framed by the Executive Council, Central University of Rajasthan, to provide a framework for the entitlements of Leave Travel Concession to University employees.

1. Eligibility for LTC:

- (i) Any regular employee with one year of continuous service at Central University of Rajasthan on the date of onward journey performed by him/his family, is eligible for LTC;
- (ii) Government servant whose spouse are working in India Railways/National Airlines, are not eligible for LTC;
- (iii) If an official is under suspension, the concession is admissible to his/her family members;
- (iv) Home Town declaration for the purpose of LTC is to be given within one month from the date of joining in the University. Such a declaration can be changed once during the entire service in the University only in exceptional circumstances. In case the declaration for Home Town is received after one month, the same will be accepted, as final and no further change of Home Town will be admissible.
- (v) "Family" means an employee's wife/husband, as the case may be, and two surviving unmarried children or step children wholly dependent on an employee; whether residing with the employee or not. However, the 'dependency' condition does not apply to the employee's spouse.

Married daughters, who have been divorced, abandoned or separated from their husbands or widowed daughters, if residing with and wholly dependent upon the employee.

Unmarried minor brothers, unmarried, divorced, abandoned, separated sisters from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.

Parents and/or step-parents (step-father and step-mother) wholly dependent on the employee residing with him/her or not.

"Children" include children taken as wards by the employee under the 'Guardians and Wards Act 1890' provided such a ward is treated as a member of the family and the employee, through a special Will, has given such a ward the same status as a natural-born child.

For deciding the 'dependency', income from all sources should not exceed the amount of family pension prescribed in Central Government (i.e. Rs. 3500/- per month) and Dearness Relief thereon.

Explanations:

- (a) The restriction of the concession to only two surviving children or step children 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 LTC Rules. However, if a employee has two legally wedded wives and the second marriage is with the specific permission of the University, 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 employee 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 employee and the Home town/place of visit, whichever is less.
- (d) Children of divorced, abandoned sisters separated from their husbands or widowed sisters are not included in the term "Family".
- (e) Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.
- (vi) When both the husband and wife are the Central Government Servants/University employees: -
 - (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) The children can claim the concession as members of family of any one of the parents in a particular block;
 - (d) The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.
- (vii) Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block. An employee (including unmarried) having his/her family at his Home Town can avail of this concession for himself/herself alone every year in lieu of having it for both self and family once in two years.
- (viii) Family can travel in one or more groups; but each group should complete its return journey within six months from the date of outward journey.
- (ix) If families are residing away from the employee's headquarter, then the claim will be limited to the amount admissible from headquarter to the declare place of visit.
- (x) Circular tour tickets can be availed of in conjunction with the LTC concession.
- (xi) LTC can not be availed during closed Holidays only (i.e. Saturdays/Sundays), without taking any leave.
- (xii) LTC can be combined with transfer/tour.

- (xiii) LTC can be availed of during any leave including study leave, maternity leave, paternity leave, casual leave and special casual leave however can not be availed during Child Care leave. While on study leave the entitlement will be as under:

Family staying with employee

From place of study to Home-Town limited to admissibility from head-quarters to hometown.

Family staying away from employee

Normal Home Town entitlement.

2. Entitlements for LTC:

- (i) The employees of the University who has joined the Central Government service first time at Central University of Rajasthan and not availed any LTC facility in his/her previous service, shall be treated as fresh recruits and their entitlement shall be treated as fresh recruit in the University and they may be allowed to travel to their Home Town alongwith families on three occasion in a block of four years and to any place in India on 4th occasion. This facility shall be available to the employees only for first two block of four years applicable after joining the Government for first time. The block of four years shall apply with reference to initial date of joining the Government even though the employee changes job within government subsequently. The existing block will remain the same but the entitlements of the employee will be different in the first eight years of service. Those employees who have not completed eight years of service as on 01 September 2008, are also eligible to be treated as fresh recruits for the remaining period to avail the concession. The option for carry forwards concession shall not be applicable in case of fresh recruit.
- (ii) In other cases, Home Town LTC shall be admissible once in a block of two calendar years, the blocks are 2014-15, 2016-17 and so on. Any place in India LTC shall be admissible in lieu of one of the two journeys to Home Town in a block of four years. The current block is 2014-17. The last date for commencement for outward journey is 31 December 2018 (including the grace period of one year).
- (iii) Carry forwards concession for one block can be carried forward to the first year of the next block (grace period of one year), i.e. the outward journey for 2014-2015 block was allowed to be performed up to 31-12-2016. However, employees availing of LTC to Home Town for self alone every year cannot carry forward the concession.
- (iv) Home Town concession 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 concession to Home Town while others may avail same for "any where in India" in the same two-year block.
- (v) The LTC shall be admissible for the employees who are re-employed in the University after their retirement, on completion of one year of continuous service in the University provided that it is certified by the Vice Chancellor that the employee concerned is likely to continue to serve in the University for a period of at least two years in case of LTC to Home Town and at least four years in case of LTC to Any Place in India, to be reckoned from the date of his/her joining the post in the University. In case of the persons re-employed immediately after retirement without any break, the period of re-employed service will be treated as continuous

service with the previous service for the purpose of LTC and the concession allowed for the re-employed period, provided that the LTC would have been admissible to the re-employed employee had he not retired but had continued as serving employee.

- (vi) The employees are not eligible for Home Town LTC whose headquarter and Home Town are same. In case, non-availability of suitable accommodation in the University campus and nearby areas or for any other reasons the employee prefer to live with his/her family away from University campus and commutes daily from his/her residence to perform his/her duties. The employee is eligible for LTC from place of residence to place of visit/Home Town and back, however, claim is restricted to the shortest direct route between the headquarter and the declared place of visit/home town, as the case may be. In such cases, the employee should furnish the reason for residing at a place other than the University campus and nearby areas and the Vice Chancellor should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.
- (vii) Employees shall be entitled for conversion of Home Town LTC to visit in any place in NER/J&K/A&N Islands/any other places as specified by the Govt. of India and subsequent relaxation issued time to time as per condition prescribed for the same.

3. Entitlement for Journey:

- (i) Entitlements for journey by Rail/Air/Steamer are same as on tour/transfer
- (ii) However, entitled employees and their families may travel only by Air India, the reimbursement of expenses on Air travel has to be restricted to the cost of travel by economy class irrespective of entitlements subject to reimbursement of air fare does not exceed the LTC-80 fare of Air India.
- (iii) Air journey by non-entitled officers (both national and private airlines) between places connected by train is allowed. Reimbursement would be restricted to the fare of entitled class by train (including Rajdhani/Shatabdi) subject to the condition prescribed. If full air fare has been paid in respect of children, full train fare is reimbursable.
- (iv) Air tickets may be purchased directly from Airlines booking counters or website of Airlines or through authorized travel agents viz. M/s Balmer Lawrie & Co., M/s Ashok Travels & Tours and IRCTC only.
- (v) Road journey under LTC is admissible only when performed in vehicles operated by Tourist Department 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 Government body concerned for eligibility of LTC.
- (vi) LTC shall be admissible for travel by road by private buses operating as regular services from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Government concerned.
- (vii) LTC shall not be admissible for journeys undertaken (a) in private car Taxis (owned, hired or borrowed), chartered railway coach or chartered bus, van or other vehicle owned/chartered by private operators; (b) in vehicles even if owned by Government Bodies but chartered/run by private operators.

4. Place to visit:

- (i) The place of visit should be declared by the official to the University in advance.
- (ii) Any change in the declared place of visit should be intimated to the University 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 Vice-Chancellor.

5. Encashment of Earned Leave for LTC:

- (i) Earned leave upto a maximum of ten days at a time may be encashed without linkage to the number of days and nature of leave availed.
- (ii) The encashment of EL is limited to 60 days during the entire career of the employee.
- (iii) The encashed leave will not be deducted while computing the maximum admissible leave for encashment at the time of quitting service.
- (iv) The balance at credit should be not less than 30 days after deducting the total of leave, if any, availed plus leave for which encashment was availed.
- (v) Where both husband and wife are Government servant, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
- (vi) A re-employed pensioner, if he/she is entitled to LTC, can avail encashment of leave upto the limit of 60 days including the number of days already availed for encashment for LTC while in service.
- (vii) If the employee fails to avail the LTC within prescribed time, he/she should refund the entire amount of leave encashment alongwith the interest @2% above the rate of interest allowed in provident fund balances and he/she is also entitled for credit back of leave so debited for encashment.

6. Advance for LTC:

- (i) The amount of advance in each case shall be limited to 90% of the estimated amount, can be taken which the University would have to reimburse in respect of cost of the journey both ways. The advance is admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family dose not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.
- (ii) The official should furnish Railway ticket numbers, PNR etc, to the Finance Officer within ten days of drawal of the Advance.
- (iii) Advance can be drawn separately for self and family.

7. Settlement of LTC Claims:

- (i) Fares for journeys between duty station and Home Town, both ways, will be reimbursed by the University in full for direct shortest route.

- (ii) When 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 the entitlement by Rail or the actual fare paid for journey by road, whichever is less. The LTC claims 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 if journey performed by longer route in same/different mode of conveyance.
- (iii) LTC claims to Anywhere in India should be from headquarter to the place of visit and back and not vice versa.
- (iv) Reservation charges are reimbursable. Charges incurred for booking of rail ticket through Internet/e-ticketing through the website of India Railways are reimbursable. Service Tax, Educational Cess and other similar levies charged on travel by Air/Road/Rail/Steamer, are also reimbursable.
- (v) When the place of visit is not connected by any other means of transport, mileage allowance will be admissible for the journey.
- (vi) The PWD (person with disability) employee is entitled to avail LTC as per the privileges mentioned in CCS (LTC) Rules, 1988.
- (vii) Incidental expenses and expenditures incurred on local journey are not reimbursable under LTC scheme.
- (viii) When advance is taken, the claim should be submitted within one month from the date of return journey. If adjustment is not submitted, the outstanding advance will be recovered in one lumpsum after which it will be taken as, if no advance had been drawn. Further, penal interest @ 2% over the interest rate allowed by the Government/University on the Provident fund balances on the entire advance from the date of drawal to the date of recovery will be charged.
- (ix) When claim is submitted within stipulated time but unutilized portion of advance is not refunded within a month's time of return journey, penal interest is chargeable on the amount from the date of drawl to the date of recovery.
- (x) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, claim will be forfeited.

The other aspects of Leave Travel Concession for University employees shall be governed by the CCS (LTC) Rules, 1988, and OMs/Clarifications/ FAQs and Orders/Instructions issued by the Government of India from time to time.
