

March 01, 2016

Office Order No. 30

**Sub: Leave Travel Assistance/Concession (LTA/LTC)**

In supersession to the earlier provisions regarding availment of LTA/LTC for the new entrants / appointees, the Management is pleased to suitably modify the service requirement for their initial entitlement as under:

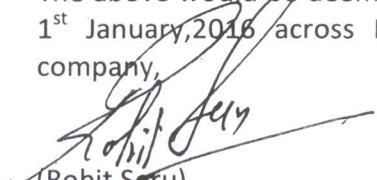
The new entrants / appointees will now be entitled for the Leave Travel Assistance/Concession or Allowance in lieu thereof after putting in a minimum of 12 months (one year) service subject, however, to the condition that the employee should have been confirmed in service at the time of availing the benefit of LTA/LTC or Allowance in lieu thereof. In other words, the eligibility for LTA/LTC or Allowance in lieu thereof will henceforth be 12 months service and confirmation.

There should be a gap of minimum six months between the availment of initial entitlement and next entitlement for LTA/LTC or Allowance in lieu thereof.

Besides the payment of benefit of LTA/LTC or Allowance in lieu thereof should be made as under:

- 1) In case of new appointees  
LTA/LTC or Allowance in lieu thereof shall be paid as per eligibility of employee from the month of his joining irrespective of date of confirmation on pro-rata basis (means amount of LTA/LTC or Allowance divided by 12 x actual months of entitlement)
- 2) In case of leaving service by way of resignation or retirement  
LTA/LTC or Allowance in lieu thereof shall be paid upto the month of actual service rendered by an employee and a proportionate deduction be made for the advance benefit availed, if any, on this account.

The above would be deemed effective from commencement of LTA year 2016, i.e. from 1<sup>st</sup> January, 2016 across Phagwara, Hoshiarpur, Delhi and all other offices of the company.

  
(Rohit Seru)

EXECUTIVE DIRECTOR

*BS*

Copy to

- Sr. V.P. (Corporate)
- CFO, HO
- Unit Head Hoshiarpur
- Unit Head Sriganganagar
- Sr. V. P. (P)
- VP -HR & IR
- GM - F & A - Mills
- AGM (Admn.)