

CCS (Leave Travel Concession) Rules, 1988

Rule-1. Short Title and commencement: -

- 1) These rules may be called the Central Civil Services (LTC) Rules, 1988.
- 2) They shall come into force on the date of their publication in the Official Gazette (21st May 1988).
- 3) **These rules shall apply to-**
 - i. who are appointed to civil services and posts including civilian Govt. servants in the Defense Services in connection with the affairs of the union.
 - ii. who are employed under a State Government and who are on deputation with the Central Government.
 - iii. who are appointed on contract basis.
 - iv. who are re-employed after their retirement.
- 4) **These rules shall not apply to-**
 - a) Government servants not in whole-time employment.
 - b) Persons in casual and daily-rated employment.
 - c) Persons paid from contingencies.
 - d) Railway servants.
 - e) Members of the Armed Forces.
 - f) Local recruits in Indian Missions abroad.
 - g) Persons eligible to any other form of travel concession available during leave or otherwise.

Govt. Decisions

- (1) Employees and spouses of employees of Indian Railways and National Airlines shall continue to be debarred for LTC facility as they are entitled for "**Free Pass**" facility.
- (2) **LTC to Indian Railway employee (and Government servants whose spouses are railways servants).**
 - (a) Indian Railway employee allowed to avail All India LTC once in a block of **four years** after **surrender privilege passes**.
 - (b) No Home LTC will be admissible for Railway employee.
 - (c) No Home Town converted LTC shall be allowed them.
 - (d) If both spouses are railway employee, they can avail All India LTC after surrender of privileges passes.
 - (e) In case of Govt. employee whose spouse is working in Railway, want to avail, "**All India LTC**", either independently with family member subjected to surrender privileges passes for that year.

Rule-2. Special provisions regarding certain categories of employees

- (1) The leave travel concession shall be admissible on completion of **one year's continuous** service under the Central Government.
- (2) In case of **State Govt. employee who are on deputation with the Central Government**, and who are appointed on **contract basis** and who **are re-employed after their retirement**-



8000661414



/basicpay



@basicpay



/basicpay

- It is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve under the Central Government for a period of at least two years in the case of LTC to home town and at least four years in the case of LTC to any place in India to be reckoned from the date of his joining the post under the Central Government.
- (3) In the case of officers appointed on contract basis, where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of LTC.
- (4) In the case of persons re-employed, immediately after retirement without any break, the period of re-employed service will be treated as continuous with the previous service for the purpose of leave travel concession.

Illustration. – If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

Rule-3. Scope-

- The leave travel concession will cover the Government servant himself and his family.

Rule-4. Definition: -

- (a) “**A place in India**”- will cover any place within the territory of India, whether it is on the mainland India or overseas.
- (b) “**Controlling officer**”- means an officer declared as such under SR 191.
- (c) “**Disciplinary Authority**”- shall have the same meaning of CCS (CCA) Rules, 1965.
- (d) “**Family means Govt. servant’s**-
 - (i) Wife or husband and two unmarried children or stepchildren wholly dependent of Govt. servant, irrespective reside with or not.
 - “**Son**”- Age 25 years for son or marriage or earning, whichever is earlier.
 - “**Daughter**”- irrespective of age limit but marriage or earning, whichever is earlier.
 - (ii) Married daughter who has been divorced, abandoned or separated their husband and widow daughters and are residing with govt. servant and wholly dependent.
 - (iii) Parents /stepfather and stepmother (stepparent) residing with and wholly dependent on Govt. servant.
 - (iv) Unmarried minor brothers, as well as unmarried sisters, divorced, abandoned, separated from their husband or widow sisters residing with and wholly dependent on the Govt. Servant.

Govt. Decisions

- (1) Eligible more than two Children born prior to 20.10.1998 and second multiple births.
- (2) Not more than one wife in term of family. If a Govt. servant has two legally wedded and second marriage in specific permission is allowed of the Govt., the second wife shall be included in definition of the “family.”
- (3) Condition of dependency is not applicable on husband and wife.
- (4) Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term “Family”.



8000661414



/basicpay



@basicpay



/basicpay

- (5) **LTC to a newly married husband of a female Govt. servant**- When a female Govt. servant proceeds to her home town, availing of LTC and gets married in the Home Town, LTC may be allowed also to the husband of the female Govt. servant, for the journey performed by him from the **home town** to the HQ of female Govt. Servant.
- (d) "**Home Town**"- means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer.
- (e) "**Short direct route**"- shall have the same meaning as given in **SR 30** and orders issued thereunder from time to time.

Rule-5. Change of Home town

- The home town once declared and accepted by the controlling officer shall be **treated as final**. In exceptional circumstances, the **Head of the Department** or, if the Government servant himself is **the Head of the Department**, the Administrative Ministry, may authorize a change in such declaration provided that, such a change shall not be made **more than once during the service of a Government servant**.
- ❖ **Conditions considered for change home town.**
 - (a) Whether the place declared by Govt. Servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service book, the govt. servant visiting that place frequently.
 - (b) Whether the Govt. servant owns residential property in that place or whether he is a member of a joint family having such property there.
 - (c) Whether his near relations are resident in that place.
 - (d) Whether, prior to his entry in Govt. service, the Govt. servant had been living there for some years.

Rule-6. Declaration of place of visit under LTC to any place in India: -

- (a) When the concession to visit any place in India is proposed to be availed of by a Govt. servant or any member of the family of such Government servant, the intended place of visit shall be declared by the Government servant **in advance to his controlling officer**.
- (b) The declared place of visit may be **changed before the commencement of the journey with the approval of his controlling officer**, but it may not be changed after the commencement of the journey **except in exceptional circumstances** where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the Government servant.
- (c) This relaxation may be made by the Administrative Ministry/ Department or by the Head of the Department, as the case may be.

Rule-7. Admissibility of Leave Travel Concession

- (a) **One year's** continuous service on the date of journey performed by him or his family, as the case may be, to avail of the concession.
- (b) The leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave.



8000661414



/basicpay



@basicpay



/basicpay

- (c) LTC is admissible during **CCL, Maternity leave, Paternity Leave, Child adoption leave** and LPR (In case of LPR returned journey is completed before expiry of leave).
- (d) LTC is admissible during study leave from study place but the fare will be restricted to distance from HQ to visiting place or Home Town, actual expenditure or whichever is less.
- (e) LTC is not admissible during for **weekend holidays without leave**.

Govt. Decisions

Entitlement of LTC in special cases.

- (1) Entitled to reimbursement in respect of outward journey only-**
 - (a) A dependent son/ daughter getting employment getting married after going to home town or remaining there for prosecution of studies.
 - (b) The family having performed the journey to home town have no intention of completing return journey from home town, provided that the Govt. Servant foregoes in writing the concession in respect of return journey if performed by the family members at a **subsequent date**.
- (2) Entitled to reimbursement in respect of the return journey only-**
 - (a) A newly married wife coming from home town to HQ station **or** a wife who has been living long at home town and did not avail herself of the LTC in respect of the outward journey.
 - (b) A dependent son/ daughter returning with parents **or** coming along from home town where he/she has been prosecuting studies **or** living with grandparents, etc.
 - (c) A child who was previously below **five/ twelve years of age** but has completed **five/ twelve years of age** only at time of the return journey. Entitled for full fare in return journeys.
 - (d) A child legally adopted by Govt. Servant while staying in the home town.

Note- The above entitlement will be equally applicable in the case of **"LTC to anywhere in India"** also.

- (3) LTC when both husband and wife are Government servants-**
 - (a) They can declare separate home towns separately.
 - (b) They can claim LTC for their respective families, viz., while the husband can claim for his parents/step parents/ minor brothers/ sisters, the wife can avail for her parents/ step parents/ minor brothers/ and sisters.
 - (c) The children can claim the concession as member of family of any one of the parents in a particulars block.
 - (d) The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.
- (4) LTC facility for an escort accompanying single handicapped Govt. Servant is allowed.**
- (5) LTC to officials under suspension-** self Govt. servant cannot avail of LTC under suspension but his members of family are entitled to LTC.



8000661414



/basicpay



@basicpay



/basicpay

- (6) No Govt. employees whose HQ/ place of posting and home town is same are not eligible for home town LTC.

Rule-8. Types of Leave Travel Concession

- (a) The LTC to home town shall be admissible irrespective of the distance between the headquarters of the Government servant and his home town, once in a block of two calendar years, i.e., **2022-23, 2024-25 and so on.**
- (b) The LTC to any place of India shall be admissible irrespective of the distance between place of visit from the headquarters of the Government servant, once in a block of four calendar years, **i.e., 2022-25** and so on.
- (c) **The concession to home town LTC** is allowed once in a block of two calendar years. However, A Govt. servant (married or unmarried) who has his family living away from his HQ at home town can avail his concession for himself alone every year, if he forgoes the eligibility of his family and himself for the All India LTC.
- (d) **Entitlement of fresh recruits**
 - (a) For “Fresh Recruits” to the Central Govt. employee may be allowed to travel their home town along with his family 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 fresh recruits only for the **first two blocks of the four years applicable after joining the Govt. for the first time**. This entitlement eligible after completion of **one year service**.
 - (b) At the end of the **eighth years of LTC**, he will be entitled in the regular block will be exercised as per usual LTC Rules.
 - (c) A fresh recruit whose HQ and Home town is same, cannot avail LTC to Home town. He may avail LTC to any place in India on the fourth and eighth occasion only.
- (d) **Example- Date of Joining 30th September 2013.**

Year of LTC	Type of LTC	LTC occasion
30.09.2013 to 29.09.2014	Nil	-
30.09.2014 to 31.12.2014	Home town	1 st
01.01.2015 to 31.12.2015	Home town	2 nd
01.01.2016 to 31.12.2016	Home town	3 rd
01.01.2017 to 31.12.2017	Any place in India	4 th
01.01.2018 to 31.12.2018	Home town	5 th
01.01.2019 to 31.12.2019	Home town	6 th
01.01.2020 to 31.12.2020	Home town	7 th
01.01.2021 to 31.12.2021	Any place in India	8 th
01.01.2022 to 31.12.2025	New LTC Block	-

Rule-9. Counting of leave travel concession against particular blocks-

- (a) A Government servant and members of his family availing of leave travel concession may travel in different groups at different times during a block of **two or four years**, as the case may be.



8000661414



/basicpay



@basicpay



/basicpay

- (b) 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. This will apply to availing of leave travel concession carried forward in terms of Rule 10.
- (c) Some member of the family can avail concession to home town while some others for visiting **“anywhere in India”** in the same two years block.

Rule-10. Carryover of leave travel concession.

- (a) A Government servant who is unable to avail of the leave travel concession within a **particular block of two years or four years** may avail of the same within the first year of the next block of two years or four years.
- (b) If a government servant is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

Example

LTC Block year 2022-2025 Carry over the LTC (LTC Block Year Grace Period)

- 1) **1st Block Year 2022-2023:** An employee can avail of the concession to Home Town before 31st December 2024.
- 2) **2nd Block Year 2024-2025:** He can avail of the concession Anywhere in India before 31st December 2026.

Rule-11. Place to be visited by Government servant and members of his family under leave travel concession to any place in India-

- A Government servant and each member of his family may visit different places of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited by the Government servant himself at any time earlier during the same block.

Rule-12. Entitlement

- (1) **For travel under the Scheme of leave travel concession the entitlement shall be as under from 01.07.2017- (A).**
- (i) Travel Entitlements within the Country

Pay Level in Pay matrix	Travel Entitlement
14 and above	Business Class/ Club class by air or AC-I by train
12 to 13	Economy class by air or AC-I by train
9 to 11	Economy class by air or AC-II by train
6 to 8	AC-2 nd Class/Chair Car in (Shatabdi)
5 and below	First Class / AC-III or AC Chair car by train

- (ii) It has also been decided to allow the Government officials to travel by Premium Trains/premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi fare in Shatabdi/



8000661414



/basicpay



@basicpay



/basicpay

Rajdhani/ Duranto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has flexi-fare, will remain continue to be allowed. Travel entitlement for the journey in premium/ Premium tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duranto Trains will be as under-

Pay Level in Pay matrix	Travel Entitlement
12 and above	AC-I by train (all premium tatkal/Suvidha/ Shatabdi/Rajdhani Tains as per available highest class) Executive class in Vande Bharat Trains/Vande Bharat Express/ Humsafar Express
6 to 11	AC-2 nd Class/Chair Car in Shatabdi/Vande Bharat Trains/Vande Bharat Express/ Humsafar Express
5 and below	AC-III or AC Chair car in Shatabdi/Vande Bharat Trains/Vande Bharat Express/ Humsafar Express

Note- Pay Level 6 to 8 are allowed to air travel in respect of TA only not for LTC.

(iii) The revised Travel entitlements are subject to following: -

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe /ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (c) In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. International Travel entitlement-

Pay Level in Pay matrix	Travel Entitlement
17 and above	First class
14 to 16	Business / Club Class by Air
13 and below	Economy class by air

C. Entitlement for journeys by sea or by River Steamer-

- (i) For places other than A&N Group of islands and Lakshadweep Group of islands

Pay Level in Pay matrix	Travel Entitlement
9 and above	Highest Class
6 to 8	Lower class if there be two classes only on the steamer
4 to 5	If two classes only, the lower class if three classes. the middle or second class if there be four classes, the third class
3 and below	Lowest class



8000661414



/basicpay



@basicpay



/basicpay

- (ii) For travel between the mainland and the A&N Group of islands and Lakshadweep Group of islands by ships operated by the Shipping Corporation of India Limited: -

Pay Level in Pay matrix	Travel Entitlement
9 and above	Deluxe class
6 to 8	Deluxe class
4 to 5	Second/ 'B' Cabin class
3 and below	Second/ 'B' Cabin class

D. Mileage Allowance for Journeys by Road

- (i) At places where specific rates have been prescribed

Pay Level in Pay matrix	Travel Entitlement
14 and above	Actual fare by any type of public bus including AC bus or AC Taxi or autorickshaw or own car, scooter, motorcycle etc.
6 to 13	Same as above except AC Taxi
5 and below	Actual fare by ordinary public bus other than A/C only or autorickshaw or own car, scooter, motorcycle etc.

- (ii) At place where no specific rates have been prescribed either by directorate or transport of the concerned state or of the neighboring state: -

Journey performed by	Rates	Rates w.e.f. 01.01.2024
Own car / taxi	Rs.24 per KM	Rs.30 per KM
Autorickshaw, own scooter etc.	Rs. 12 per KM	Rs. 15 per KM

Note- The ceiling for reimbursement of Taxi Charges will further rise by 25% whenever DA increases by 50%.

Govt. Decisions

- ❖ **Instructions on booking of Air Tickets on Government Account in respect of (LTC) (DoPT's OM dated 29.08.2022, 10.08.2023 & 20.10.2023).**
- a) In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer and Lawrie and Company Limited
 - (b) M/s Ashok Travels and Tours
 - (c) IRCTC (Indian Railway Catering and Tourism cooperation)
- b) No agency charges/convenience fees will be paid to these ATAs.
- c) Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare in the available**, preferably for Non-stop flight in a given slot, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
- d) With provision of optimizing within a **10% price** band, for convenience and comfort.



8000661414



/basicpay



@basicpay



/basicpay

- e) Employees are encouraged to book flight tickets at least **21 days prior** to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.
- f) Employees are also encouraged to avoid unnecessary cancellations. Cancellations made **less than 24 hours** before intended travel on LTC will require the submission of a self-declared justification by the employee.
- g) Cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee/ official exigencies only.
- h) Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- i) In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, Finance advisor of concerned Ministry/Department may relax.

- **Provisions for Advances-**

- a) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details, **at least 30 days prior** to the intended date of journey.
- b) Government employees not entitled for air travel and wish to travel by air but **not under the Special Dispensation Scheme**, may apply for LTC advance with reference to Rail/Bus fare.
- c) Those Govt. servants who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/ Guwahati/ Chennai/Visakhapatnam/Delhi/Amritsar plus air fare from Kolkata/ Guwahati/ Chennai/Visakhapatnam/Delhi/Amritsar to the place of visit in N-E Region/UT of J & K/ UT of A & N/Union Territory of Ladakh.

- **Provisions for Reimbursements-**

- a) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- b) In all cases wherein the **non-entitled Government employees** travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.



8000661414



/basicpay



@basicpay



/basicpay

Flight and fare details of the flight	Rail Head	Place of Visit
Head Quarter/Place of posting	Kolkata or Guwahati	Any place in the North East Region.
	Kolkata/Chennai/Visakhapatnam.	Port Blair
	Delhi /Amritsar	J & K/Ladakh.

- c) In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.
 - d) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, **not required to book their air** ticket through the three ATAs. The reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.
- ❖ **Special Dispensation Scheme for Visit to N-E Region, UT of J & K, UT of Ladakh and Andaman and Nicobar Island by air in all India LTC. Extension beyond 26.09.2024 to 25.09.2026 (OM Dated 17.09.2024) as under-**
- (a) All eligible govt. servants may avail LTC to visit any place in NER/J & K/Ladakh and A & N against the conversion of their one home Town LTC in a four-year block.
 - (b) Govt. servants, whose home town and HQ/ Place of posting is the same, are **not allowed** to the conversion.
 - (c) 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.
 - (d) Fresh recruits are 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. They are also allowed one additional conversion of home town LTC to visit of J&K/UT of Ladakh in a block of four years.
 - (e) Government servants not entitled to travel by air are allowed to travel by air in economy class by any airline in the following sectors-
 - 1) Between Kolkata/Guwahati and any place in the northeast regions
 - 2) Between Kolkata /Chennai/Visakhapatnam and Port Blair.
 - 3) Between Delhi/Amritsar and any place in J&K/Ladakh.

Rule-13. Reimbursement -

- Reimbursement under the 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 a point-to-point journey** on a through ticket over the shortest direct route.

Govt Decisions

- (1) **LTC when journey performed by longer route-**



8000661414



/basicpay



@basicpay



/basicpay

When a government servant or any member of his family performs the journey by a longer route (which is not the cheapest) in two different classes of railway accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower-class rate for the remaining mileage by such route.

- (2) Reimbursement of charges trains ticket booking through “Internet” for Railways journeys and Reimbursement of service tax and Education cess on air travel on tour/ transfer or LTC.
- (3) Admissible catering charges in respect of rail journey performed on LTC where catering facility is compulsory.
- (4) Tejas trains/Vande Bharat Express and Humsafar trains are allowed for LTC purposes, Tour/ training/ Retirement/ Transfer.
- (5) **Child fare in Trains**

Age	Fare	Remarks
Under 5 years	Nil	Without berth
5 years and under 12 years	Half adult fare	If separate berth/seat not sought
5 years and under 12 years	Full adult fare	If separate berth/seat sought.

- (6) **Child fare in Air-**
 - (a) Age of child is up to 2 years (24 Months) is usually charged 10% of an adult fare plus taxes if he or she will be sitting on an adult's lap.
 - (b) Age of child above 2 years full fare equal to adult fare.
- (7) **Time limits for processing of application of LTC.**

S.L. No.	Course of action	Time limit
1.	Leave sanction	5 Working days+ 3 working days*
2.	Sanction of LTC Advance/Leave encashment	5 working days+ 3 working days*
3.	Time taken by Administration for verification of LTC claim after LTC bill is submitted by Govt. Servant for settlement	10 working days+ 3 working days*
4.	Time taken by DDO	5 Working days+ 3 working days*
5.	Time taken by PAO	5 working days+ 3 working day*

*Additional 3 days transit time may be allowed in cases where the place of posting of the Govt. servant is away from their HQ.

Rule-14. Forfeiture of claim

- 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.

Govt. Decisions



8000661414



/basicpay



@basicpay



/basicpay

- (1) **Time limit for submission of LTC claims-**
 - (a) **If Advance is drawn**, within one month of the completion of return journey
 - (b) **If Advance is not drawn**, within three months of the completion of return journey.
- (2) **Relaxation in time limit with concurrence with financial Adviser-**
 - (a) Up to 3 months if advance drawn, and refund the entire amount of advance or unutilized portion of advance within 45 days of completion of return journey.
 - (b) Up to 6 months, if no advance is drawn.

Rule-15. Grant of advance and adjustment thereof

- (i) Advance may be granted to Government servants up to 90% of the estimated amount respect of the cost of the journey both ways.
- (ii) If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.
- (iii) The advance should be refunded in full, if the outward journey is not commenced within **65 days** of the grant of advance (in case of Sea/air/road).
- (iv) Time limit of LTC Advance in journey by train before **125 days** (i.e., 4 months and 5 days) from the date of journey. the government servant should produce the tickets within 10 days of the drawl of advance, irrespective of the date of commencement of the journey.
- (v) Where an advance has been drawn by the Government servant, the claim of LTC shall be submitted within **one month** of the completion of the return journey. On a government servant's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum. No request for recovery of the advance in instalments shall be entertained.

Govt. Decisions

- (a) **Rate of penal interest on unutilized advance-** 2% of above GPF.

Rule-16. Fraudulent claim of leave travel concession

- 1) If a decision is taken by the disciplinary Authority to initiate disciplinary proceedings against a Government servant on the charge of preferring a fraudulent claim of LTC, such Government servant shall **not be allowed** the leave travel concession till the finalization of such disciplinary proceedings.
- 2) If the disciplinary proceedings result in imposition of any of the penalties specified in Rule 11 of the CCS (CCA) Rules, 1965, the Government servant shall not be allowed the next two sets of the LTC in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Controlling Authority can also disallow more than two sets of leave travel concession.
- 3) If the Government servant is **fully exonerated of the charge of fraudulent claim** of LTC, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block years but before the normal date of his superannuation.

----- End -----



8000661414



/basicpay



@basicpay



/basicpay