

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(For Institute members only)
LTC Rules at a Glance

1. LTC admissible only to those who have completed continued **one year of service** on the date of journey.
2. From 1-9-2008 onwards, fresh recruits along with their families are allowed to visit their home towns on three occasions and to any place in India on fourth occasion during a block of four years in the initial period of 8 years after joining the Government for the first time.
3. **Home town Concession:** The concession to home town is allowed once in a block of two years. The blocks are April 2010 - March 2012, April 2012-March 2014 and so on.
4. However a Government Servant who has family living away from his HO at Home Town can avail this concession for himself alone every year, if he forgoes the eligibility for his family. In such cases he and his family will loose the right of LTC to anywhere in India. (Rule 8 (a) and (c)).
5. **Concession to visit any place in India:**
Admissible once in a block of four years. The current block is April 2008- March 2012.This concession is in lieu of one of the two home town concessions during the block of four years.
6. Admissible during regular/casual/special casual leave, study leave, maternity leave and during paternity leave. **Not admissible during holidays alone.**
7. Concession is admissible to all journeys by Air/Rail/Road/Steamer.
8. **Concession is admissible for self and family. Family means** Govt. Servant's wife or husband, two surviving unmarried children or stepchildren who wholly dependant on the Govt. Servant, irrespective of whether they are residing with the Govt. Servant or not; Unmarried daughter, parents, unmarried minor brothers, etc. (For more details please refer LTC rules book)
9. Concession not availed during a block may be availed **within the grace time, i.e., before end of the next year.**
10. **Family members may travel independently in any number of batches.** The return of each group must be completed within six months from the commencement of that group's outward journey. This condition may be relaxed by the Head of the Department in special cases.
11. **The intended place of visit should be declared** by the Government servant in advance to his Controlling Authority. – Rule 6.
12. **The Government servant and/or member(s) of his family, as the case may be, must visit the declared place to become eligible for making the LTC claim.** The journey may be performed by any route to the declared place of visit but the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.
13. **Staff member entitled for Air Journey may travel only by Air India under LTC 80 scheme.** LTC by Government servants will be restricted to the cost of travel by the economy class, **irrespective of their entitlement.** Information about the **LTC 80 Scheme** is available on the Air India website.
14. As per OM dated March 11, 2010, it is clarified that restriction of travel by Air India only need not apply to **non entitled officer** who travel by air and claim LTC reimbursement by entitled class of rail.
15. Under the concession to travel to **“anywhere in India”**, the Government servant and/or member(s) of the family may **travel either to the same place or different places of their choice.**
16. The Government servant **can visit his home town also** under “anywhere in India scheme.

17. In the same two-year block, **some member(s) of family can avail home town concession while others “anywhere in India”.**
18. Reimbursement allowed by the entitled class or actually travelled class, whichever is less.
19. 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.
20. **90% of** the anticipated reimbursement amount may be **granted as advance**. In case of **Journey by rail**, advance can be **drawn sixty days before** the proposed date of the outward journey. In all cases, the Government servant should produce Railway or bus tickets within ten days of drawl of the advance. – Rule 15, GID
21. **Reservation** and super fast supplementary **charges are reimbursable**.
22. **Booking through Internet admissible** – Reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the website of Indian Railways may be allowed.
23. The element of **Service Tax, Education Cess and other similar levies** being charged by Government on travel by Air/Rail/Road/Steamer on LTC **are reimbursable**.
24. **Service charges paid are not reimbursable**.
25. Normally, the advance should be refunded in full if the outward journey is not commenced **within 30 days of the grant of advance**.
26. The claims in adjustment of the advance should be preferred **within one month** of the completion of the return journey, if advance has been drawn and **within three months if no advance has been drawn**. – Rules 14 & 15.
27. The Government servant and/or member(s) of his family, as the case may be, **must visit the declared place to become eligible** for making the LTC claim. A Government servant or his family, may travel by any route or halt anywhere on the way but the Government’s **assistance shall be limited to the fare by the shortest route calculated on a through ticket basis**
28. **Journey by longer route in two stages in two different classes**. – When the journey is performed by a long route which is not the cheapest in two different classes, e.g., partly by I class to which he is entitled and partly by II class, **the entitled class rate will be admissible for the corresponding proportion of the shortest or cheapest route and the lower class rate for the remaining mileage by such route**.
29. Reimbursement – Reimbursement under the leave travel concession scheme shall not cover **incidental expenses and expenditure incurred on local journeys**. Incidental expenditure incurred on local journeys by taxi, auto rickshaw etc., between the residence /place of stay and the airport/Railway station/bus terminal **are not reimbursable**.

Note: Please refer LTC Rules for further information.

VPR/LTC Rules/21.09.2011

