



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## Guidelines/Standard Operating Procedure for seeking advance & claiming Leave Travel Concession in Form F-3&4

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1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible for Leave Travel Concession (LTC). The LTC is only a facility and cannot be construed as a case of travel entitlement or allowance.
2. It can be availed of during any leave including study leave, casual leave and special casual leave but not admissible during child care leave.
3. It cannot be availed of during closed holidays only, without taking any leave.
4. A member of the family is deemed to be wholly dependent on the Government Servant, whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. ₹3500/- p.m.) and dearness Relief (i.e. 107% w.e.f. 01.07.14) thereon.
5. It is not necessary for the parents/ step parents/spouse/children to reside with the Government servant 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 Government servant and home town/place of visit, whichever is less.
6. **Carry Forward**: Concession for one block can be carried forward to the first year of the next block, i.e. the outward journey for 2014-2015 block can be performed up to 31-12-2016.
7. Employee entitled to LTC to Home town for self alone every year cannot carry forward concession.
8. Some members of family can visit Home town and others can visit " anywhere in India" in same two year block.
9. LTC can be availed by the Government servant for self and his family members during Leave, but the return journey should be completed within six months from the date of outward journey.
10. The newly recruited Central Government employees are allowed to travel to their Home Town along with their families on three occasions and anywhere in India on the fourth occasion. This facility is available to the employees only for the first two blocks of four years in case of fresh appointments.

11. Entitlement: In respect of Faculty, reimbursement entitlements would be as follows:

Academic Grade Pay (in ₹)	Equivalent Grade Pay for entitlement like LTC, TA/DA, Medical etc. (in ₹)
₹ 6,000	₹ 5,400
₹ 7,000	₹ 6,600
₹ 8,000	₹ 7,600
₹ 9,000	₹ 8,900
₹ 9,500	₹ 8,900
₹10,000/10,500	₹ 10,000

12. Entitled officers and their families may travel, only by Air India. The reimbursement of the expenses on air travel has to be restricted to the cost of travel by economy class irrespective of entitlement or LTC 80 fares, whichever is less.
13. Air Tickets may be purchased directly from Air India booking Counters/website of Airlines or through Authorized Travel Agents viz. M/s Balmer Lawrie and Company, M/s Ashok Travels and Tours and IRCTC only. Reimbursement of booking done through any other sources will not be accepted.
14. Air Journey by non-entitled officers (both national and private airlines) between places connected by train may be allowed, subject to the restriction of the fare of the entitled class by train (including Rajdhani/Shatabadi) subject to conditions prescribed in the rules. If full air fare has been paid in respect of children/senior citizen, full train fare is reimbursable.
15. Restriction of travel by Air India only need not apply to non-entitled officers who travel by air and claim LTC reimbursement by entitled class of rail.
16. For two years from 26.9.2014 Groups 'A' and 'B' employee entitled to Home Town LTC can travel by Air from their place of posting or nearest airport to a city in the North Eastern Region, Jammu & Kashmir and Andaman & Nicobar Islands against conversion of one block of their Home Town LTC. Other categories of employee can travel by air i) to a city in the NER from Guwahati or Kolkata; or ii) to a city in J&K from Delhi or Amritsar or iii) or Port Blair from Kolkata/Chennai/Bhubaneswar. One block of Home Town LTC can be converted into LTC for destinations in NER/J&K/A&N. Not admissible for those who are not entitled to Home Town LTC.
17. Air travel by non-entitled officers on the sectors mentioned above is permitted while availing LTC to any place in India (4 year block) also.

18. **Journey by Road**- Entitlements will be same as for tour/transfer. Reimbursement admissible only in respect of journey performed in vehicles operated by the Government or any corporation in the public sector run by Central or state Government or a local body. Travel by private Airlines/Bus/Taxi is not admissible.

This does not include the vehicles registered/recognized by State Govt/State Tourist/Transport Corporations (as each private vehicle operated is to be registered for the purpose) and Institute vehicles.

19. Head of Department can allow the use of own car/hired taxi on account of physical handicap/disability of the Government servant or his/her dependent family members subject to condition.

20. Escort accompanying a handicapped Government servant proceeding on LTC journey is admissible provided that-

(a) The nature of physical disability is such as to necessitate an escort.

(b) The physically handicapped employee does not have an adult family member.

(c) Any other employee entitled to LTC does not accompany the physical handicapped employee on the journey.

(d) Prior approval of the head of Department is obtained on each occasion.

(e) Concession, if any, allowed by the Railways/Bus services should be availed.

21. Travel through shortest route only will be admissible. When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/ cheapest route and the lower class rate for the remaining mileage by such route. Where 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 entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim 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.

22. Fares for journey between duty station and home town both ways will be reimbursed by Government in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward /return journeys, etc., are not reimbursable.

23. Charges incurred for booking of rail tickets through Internet / e-ticketing through website of Indian Railways is reimbursable. Service Tax, Education cess and other similar levies charged on travel by Air/ Rail/ Steamer are also reimbursable.

### **Advance:-**

1. Up to 90% of the fare can be taken, Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.
2. The official should furnish Railway tickets numbers. PNR No., etc., to the Competent Authority within ten days of drawl of the advance. In case of non-furnishing, interest will be levied as per rules. Unutilized portion of advance should be returned after booking of tickets or 10 days from the date of drawl of advance whichever is early, otherwise it will attract interest from the date of drawl of advance to the date of recovery.
3. He /She should not avail any package offered by any airlines /Travel Agent.
4. Advance can be drawn separately for self and family.

### **Claim:-**

1. a) When advance is taken, (a) the claim should be submitted within one month from the date of return journey, if not, outstanding advance will be recovered in one lump sum and the claim will be treated as one where no advance is sanctioned.  
  
b) Further, penal interest at 2% over GPF interest on the entire advance from the date of drawl to the date of recovery will be charged.  
  
c) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawl to the date of recovery.  
  
d) When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the Government servant, the administrative Authority may, if satisfied, exempt charging of interest.
2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.
3. He/she may (i) intimate the date of commencement of the outward journey to the undersigned before proceeding to his/her Home Town/Declared Destination and (ii) furnish railway ticket numbers/air ticket numbers/bus tickets at the time of filling his/her LTC claim (no relaxation in respect of furnishing of railway ticket numbers /air tickets/ bus tickets).
4. He/she is also required to send prompt intimation to the office in case he or any member of her family travels by a class lower than the entitled class.

## **Tax liability on Leave Travel Concession (LTC):**

1. **For family members:** While availing LTC, if the family members of the employee are travelling separately without employee, the amount of LTC towards this effect is taxable as per Income Tax provisions. In cases where the employee is travelling alone or accompanying his family there will be no tax liability. (as per Section 10(5) of the Income Tax Act, read with Rule 2B).
2. **For fresh recruitees availing LTC each year:** As per Income Tax provisions, there is no tax liability in respect of two journeys performed in a block of four calendar years.

However, in case of employees availing LTC each year, two LTCs are to be included in their income for the tax purpose. For example, in cases where block period is 2014-2017, if LTCs availed in 2014 & 2015 are not considered for tax purpose, there will be no option left except to consider next two LTCs for tax purpose out of which one may be All India LTC, which will have more effect on tax.

### **Note:**

- a) The above guidelines are abstract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.
- b) These are subject to the detailed CCS Rules and amendments issued from time to time.