

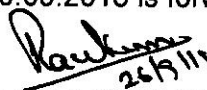
SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch/SC
Date: 26.09.2018

No. P[R]473/IX
ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 166/2018

Copy of Board's letter No. E(W)2017/PS5-I/3 dated 10.09.2018 is forwarded for information, guidance and necessary action.


[K. RAVI KUMAR]
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's letter No. E(W)2017/PS5-I/3 dated 10.09.2018 [RBE No.130/2018]

Sub: Scheme of optional "All India Leave Travel Concession" (AILTC) facility, once in a block of four years (i.e. 2018-2021 onwards) on surrender of Privilege Passes (PP).

Ref: Department of Personnel & Training (DoP&T)'s OM No.31011/15/2017-Estt.A-IV dated 27.03.2018.

Pursuant to recommendations of Seventh CPC, DoP&T have communicated Government's decision, vide their OM referred above, to allow the Railway employees to avail AILTC facility in accordance with the "Central Civil Services (Leave Travel Concession) Rules, 1988" i.e. CCS (LTC) Rules.

2. Accordingly, in exercise of powers conferred vide Rule 1(3)(iii) of Railway Servants (Pass) Rules, 1986 (Second Edition-1993), the Competent Authority in the Ministry of Railways has accorded approval to exclude such railway servants and other eligible persons (i.e. eligible for PP) from the facility of Privilege Passes in that particular calendar year in which they opt for AILTC facility. Applicants may avail AILTC facility subject to conditions stipulated in para 2 of the referred OM dated 27.03.2018 (copy enclosed as Annexure-I). This facility is further subject to procedural guidelines/conditions stipulated hereunder.

3. These orders shall be applicable to (i) Railway Servants entitled to PPs; (ii) Other government department's officials serving in railways on deputation and entitled to PPs; (iii) Other officials serving in railways and entitled to PPs; and (iv) Officials of Audit Department (Railway) entitled to PPs. The Competent Authorities concerned shall modify terms and condition of such officials as required and necessary. These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single PP at the time of application for availing AILTC.

4. Those officials, who opt for AILTC facility, would be issued a "Privilege Pass Surrender Certificate" (PPSC) i.e. a pre-requisite for availing AILTC facility. The "Pass Issuing Authority" (PIA) shall issue the PPSC as per format at Annexure-II, duly following the procedure stipulated as under:-

- (i) Applicant employee will submit an application (format at Annexure-III) to the concerned PIA for issue of a PPSC.
- (ii) Thereafter, the PIA will first check the "Privilege Pass Account" (PPA) of the applicant to verify whether the applicant has already availed any PP or not in that particular calendar year.

- (iii) If applicant has already availed a PP in that particular calendar year, then the application for issue of PPSC would be rejected and the applicant should be intimated accordingly, as per format at Annexure-IV.
- (iv) If applicant has not availed any PP in that particular calendar year, the PIA concerned will disallow operation of PPA by blocking it with an entry (PPSC issued on date .../.../.....) in PPA so that the applicant is barred from drawing any PP, even inadvertently, during that particular calendar year in which AILTC facility has been opted.
- (v) If both husband and wife are entitled to PPs, both have to surrender their respective entitled PPs that are admissible to them in the calendar year in which either of them opt for AILTC facility. In this scenario, PIA will issue a single composite PPSC duly completing Part-II of the PPSC. The following procedure will be followed, additionally, in such cases:-
 - (a) If PPAs of both the spouses are maintained by same PIA at the time of applying for AILTC facility, then the composite PPSC will be issued by the PIA after receipt of a joint application from both of them.
 - (b) If PIAs of both the spouses are different (due to any reason or on account of their working in separate Railways/Divisions/Units, etc.), the PPSC shall be issued by the PIA concerned of the applicant only after receipt of a "Confirmation Note in lieu of PPSC"(CN) to be issued (by other PIA as per format in Annexure-V) in favour of spouse of the main applicant. The spouse will apply for CN as per format at Annexure-VI.
- (vi) In case of a deputationist (i.e. Railway servant serving on deputation etc in any other organization) and eligible for PPs as per statutory rules, the PIA concerned will issue PPSC as per aforementioned procedure.
- (vii) The PIA will issue PPSC/CN or intimate about rejection/non-acceptance of the request, as the case may be, within ten working days of receipt of application.
- (viii) After issue of PPSC/CN, request for its cancellation and re-opening of PPA will not be entertained on any ground, even if AILTC facility could not be availed due to whatsoever reason i.e. whether administrative or personal reasons.
- (ix) The role of PIAs will cease once "PPSC" is issued to the applicant. Matters such as advance/reimbursement/travel entitlements during availing of AILTC shall be dealt by other respective Sections of Personnel/Accounts Department handling Travelling Allowance claims, taking into account PPSC as a basic document alongwith other documents stipulated in the CCS (LTC) Rules.
- (x) A duplicate PPSC/CN can only be issued under special circumstances by the PIA concerned after taking approval of the Principal CPO.

5. The Railways should administer the AILTC facility strictly in accordance with the CCS (LTC) Rules-1988, as modified from time to time, without any deviation. It may be noted that 'Home Town LTC/Home Town converted LTC' shall not be admissible to railway servants and the definitions of beneficiaries for LTC (e.g. members of family, dependents), dependency criteria, etc are different from that of Railway Servants (Pass) Rules, 1986. A copy of DoP&T's letter No.31011/7/2013-Estt.(A)-IV dated 26.09.2014, containing clarifications and illustrations on administering LTC entitlements of "Fresh Recruits" is

enclosed as Annexure-VII. Accordingly, the AILTC facility shall be regulated fully by the conditions and definitions as laid down in the CCS (LTC) Rules.

6. Regarding travel entitlements for availing of AILTC facility, copies of following OMs, as applicable on date, are enclosed:-

Issued by	Details	Annexure No.
Ministry of Finance	OM No. 19030/1/2017-E.IV dated 13.07.2017	Annexure- VIII
DoP&T	OM No. 31011/8/2017-Estt.A-IV dt.19.09.2017	Annexure- IX
DoP&T	OM No. 31011/8/2017-Estt.A-IV dt.18.01.2018	Annexure- X

It may be noted that DoP&T have stipulated vide their OM dated 19.09.2017 that (i) the travel entitlements for the purpose of LTC shall be the same as TA entitlements as notified vide MoF's OM dated 13.07.2017, excepting the air travel entitlement for the employees in Level 6 to 8 of the Pay Matrix (para 3) and (ii) the other conditions that would govern the LTC facility (para 4). Hence, the same entitlement prevailing in civil side (i.e. not as per railway entitlement) will be applicable for availing AILTC facility.

7. To summarize, the position, as contained in above OMs, with certain modifications, is briefly brought out in the table below:-

Pay Level in Pay Matrix	Travel/LTC entitlement for AILTC
Level 1 to 5	Travel entitlement/Class of travel, etc in various modes of transports shall be as per Ministry of Finance's OM No. 19030/1/2017-E.IV dated 13.07.2017 subject to other conditions stipulated in DoP&T's OM No. 31011/8/2017-Estt-A-IV dated 19.09.2017.
Level 6 to 8	Air travel entitlement stipulated in Ministry of Finance's OM No. 19030/1/2017-E.IV dated 13.07.2017 is not admissible for LTC. However, all other entitlements shall be as per aforementioned MoF' OM dated 13.07.2017 and subject to other conditions stipulated in aforementioned DoP&T's OM dated 19.09.2017.
Level 9 to 13 and NFSAG officers	Travel entitlement/Class of travel, etc in various modes of transports shall be as per Ministry of Finance's OM No. 19030/1/2017-E.IV dated 13.07.2017 subject to other conditions stipulated in DoP&T's OM No. 31011/8/2017-Estt-A-IV dated 19.09.2017.
Level 14 & above (Excluding NFSAG officers)	Travel entitlement/Class of travel, etc in various modes of transports shall be as per Ministry of Finance's OM No. 19030/1/2017-E.IV dated 13.07.2017 subject to other conditions stipulated in DoP&T's OM No. 31011/8/2017-Estt.A-IV dated 19.09.2017 and also as clarified vide DoP&T's OM No. 31011/8/2017-Estt.A-IV dated 18.01.2018.

8. The Zonal Railways and PUs are advised to get themselves familiarized with the extant CCS (LTC) Rules as well as clarifications available in the official website of DoP&T (i.e. presently (i) <https://dopt.gov.in/ccs-ltc-rules> and (ii) <https://dopt.gov.in/notifications/oms-and-orders/> ⇒ Establishment ⇒ LTC Rules). It may also be noted that OMs/Notifications related to CCS (LTC) Rules issued and uploaded from time to time by DoP&T in their official website will come into force with immediate effect for regulation of ALLTC facility as being extended by this order. Hence, these orders/instructions will not be circulated separately by the Ministry of Railways. Accordingly, the Railways and PUs should regularly visit the official website of DoP&T and download the latest instructions from time to time for settling claims of LTC etc and for compliance.
9. However, if any clarification in respect of TA Rules notified by Ministry of Finance is required, the same may be addressed to the Nodal Dte. in Board's office viz. **Finance Establishment Dte.** for further examination and issue of appropriate clarification/reply.
10. This issues with the concurrence of the Finance Directorate of Ministry of Railways.
11. Hindi version will follow.

V. Muralidharan

(V. Muralidharan)
Dy. Director Estt. (Welfare)-I
Railway Board

Encl: Annexures I to X.

No. E(W)2017/PS5-1/3

New Delhi, dated 10.09.2018

INDEX No. 1056 PASS RULES	S.C.No.
Board have circulated the procedural guidelines /conditions for availing the scheme of optional 'All India Leave Travel Concession' facility once in a block of four years [i.e. 2018 -2021 onwards], on surrender of privilege passes.	166/2018

No. 31011/15/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block New Delhi.
Dated March 27, 2018

OFFICE MEMORANDUM

Subject: LTC to Railway employees (and Government servants whose spouses are Railway servants).

The undersigned is directed to say that as per extant LTC instructions, Government servants and their spouses who are working in Indian Railways are not entitled for the facility of LTC as the facility of "Free Pass" is available to them. However, Seventh CPC in its report has recommended for bringing Railway employees (and employees whose spouses are Railway servants) into the fold of LTC.

2. The matter has been considered in this Department in consultation with Ministry of Railways. It has been decided that Railway employees may be allowed to avail "All India LTC" once in a block of four years under CCS(LTC) Rules, 1988, subject to the following conditions:

- (i) The railway employees shall continue to be governed fully by the Railway Servants (Pass) Rules only and availing of "All India LTC" under CCS (LTC) Rules by them will be facilitated through a Special Order under the relevant provision of the said Pass Rules.
- (ii) "All India LTC" will be purely optional for the railway employees.
- (iii) Even after availing "All India LTC" in a year, it will not be mandatory for the railway employee to opt for "All India LTC" in the next or subsequent block years.
- (iv) No "Home Town LTC" will be admissible to Railway employees and on the same analogy, no Home Town converted LTC shall be allowed to them.
- (v) The railway employees will surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail the LTC facility. However, they would continue to be eligible for Privilege Ticket Orders and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc., as admissible under the Pass rules. Further, if the railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year.
- (vi) The railway employees on deputation to any other organization, including Railway PSUs, would also continue to be eligible for optional LTC in lieu of Privilege Pass entitlement.
- (vii) The definition of beneficiaries e.g. members of family, dependents, etc and other conditions as laid down in the CCS(LTC) rules will be applicable for availing "All India LTC" facility by the railway employees, even if such beneficiaries are not entitled for Privilege Pass under the Pass Rules.
- (viii) If both spouses are Railway employees then both will surrender privilege passes, admissible in the calendar year, if they opt for All India LTC.


Contd....

5-

From pre-page:

- (ix) In case of the Government employees whose spouse is working in Railways, want to avail All India LTC, either independently or with family members, then he/she/they may be allowed subject to the condition of surrendering privilege passes admissible in that calendar year for him/her/them and an undertaking in this regard shall be given by the Government servant to his office.

3. Hindi version will follow.


27.3.18

(Sanjiv Kumar)

Deputy Secretary to the Government of India

Tel: 23093176

To

The Secretaries

All Ministries/Departments of Government of India

(As per the standard list)

Copy to:-

1. Chairman, Railway Board, New Delhi.
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigations, New Delhi.
6. Parliament Library, New Delhi.
7. All Union Territory Administrations.
8. Lok Sabha/Rajya Sabha Secretariat.
9. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
10. NIC, DoP&T with the request to upload this OM on Department's website
(Notifications << OMs/Orders << Establishment << LTC Rules).
11. Hindi section for Hindi version.

Annexure-II

Railway Board/ Railway

Privilege Pass Surrender Certificate (PPSC)

No. _____

Date: _____

Part-I

It is certified that Sh./Smt. _____, designation _____, Privilege Pass A/c No. _____ has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____.

It is also certified that the above named employee's Privilege Pass A/c No. _____ has been blocked for the calendar year _____.

**Pass Issuing Authority
with seal & date**

***Part-II (Applicable only if spouse is a Railway employee)**

- * It is certified that the joint applicant Sh./Smt. _____, designation _____, Privilege Pass A/c No. _____, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____ and the joint applicant's Pass A/c has also been blocked.

OR

- * It has been certified by PIA of _____ Railway, vide 'Confirmation Note in lieu of PPSC' No. _____ dated _____ that Sh./Smt. _____, designation _____, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____ and his/her Pass A/c No. _____ has also been blocked.

**Pass Issuing Authority
with seal & date**

- * To be scored out, if not applicable.

Sh./Smt. _____
Designation _____

Application for Privilege Pass Surrender Certificate (PPSC)

I intend to avail "All India LTC" facility under extant CCS (LTC) Rules and request that my Privilege Pass A/c No. _____ may be blocked and I may be issued PPSC. It is confirmed that I have not obtained any Privilege Pass due to me for the current Calendar Year i.e. _____.

- * It is certified that my spouse is not working in any Government Organization/Railway Establishment.
- * It is certified that my spouse Sh./Smt. _____ is also working in this office and he/she has not obtained any Privilege Pass in the current calendar year and his/her PPA No. _____ may also be blocked.
(In this case, the spouse must also sign the application, as joint applicant).
- * It is certified that my spouse Sh./Smt. _____ is working in _____ Railway as _____ and a Confirmation Note in lieu of PPSC issued by his/her PLA is enclosed.
- * It is certified that my spouse Sh./Smt. _____ is working in _____ (name of non-railway department) as _____ (designation) and has not availed LTC facility from his/her Department during the current block year.
- * It is certified that my spouse Sh./Smt. _____ is working in _____ (name of non-railway department) as _____ (designation) and I intend to avail LTC facility from his/her Department.

I undertake that after issuance of PPSC, I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: _____
Name: _____
Designation: _____
Office: _____
Contact No.: _____
Date: _____

* To be scored out, if not applicable.

Pass Section/ Railway

.....Acknowledgement.....
(To be signed & returned to the employee)

Received application dated _____ for issuance of Privilege Pass Surrender Certificate (PPSC) from Sh./Smt. _____ on _____.

**Pass Issuing Authority
with seal & date**

Annexure-IV

**Intimation regarding rejection/non-acceptance of
application for PPSC/Confirmation Note in lieu of PPSC**

Railway Board/ **Railway**

No. _____

Date: _____

Your Pass A/c No. _____ reveals that you have already availed _____
set/set(s) of Privilege Pass(es) in the current Calendar Year i.e. _____ and
as per extant rules you are not entitled to be issued PPSC/Confirmation Note in
lieu of PPSC. Accordingly, your application has not been accepted.

Pass Issuing Authority
with seal & date

Sh./Smt. _____
Designation _____

Railway Board/ Railway

Confirmation Note in lieu of PPSC (CN)

No. _____

Date: _____

It is confirmed that Sh./Smt.: _____, designation _____,
Privilege Pass A/c No. _____ has not obtained any Privilege Pass due to
him/her for the current calendar year i.e. _____.

It is also certified that the above named employee's Privilege Pass A/c
No. _____ has been blocked for the calendar year _____.

**Pass Issuing Authority
with seal & date**

Sh./Smt. _____
Designation _____

Annexure-VI

Application for "Confirmation Note in lieu of PPSC"

I intend to avail "All India LTC" facility from the office of my spouse Sh./Smt. _____, Designation _____ is working in _____ (Railway) and in this connection I may be issued a "Confirmation Note in lieu of PPSC". It is certified that I have not obtained any Privilege Pass due to me for the current calendar Year i.e. _____.

I undertake that after issuance of "Confirmation Note in lieu of PPSC", I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: _____
Name: _____
Designation: _____
Office: _____
Contact No.: _____
Date: _____

Pass Section/ **Railway**

.....Acknowledgement.....
(To be signed & returned to employee)

Received application dated _____ for issuance of Confirmation Note in lieu of PPSC from Sh./Smt. _____ on _____.

Pass Issuing Authority
with seal & date

No. 31011/7/2013-Estt.(A-IV)
Department of Personnel and Training
Establishment (A-IV)

Dated: 26th September, 2014
North Block, New Delhi

Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit

The 6th CPC had recommended that "Fresh Recruits" to the Central Government may be allowed to travel to their Home Town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This was accepted by the Government and orders were issued vide DoPT O.M. No. 31011/4/2008-Estt.(A) dated 23rd September, 2008.

2. This Department receives a number of references seeking clarifications from various Ministry/ Departments about the year wise LTC entitlements of Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

Question 1. What are the LTC entitlements of a Fresh Recruit?

Answer: Fresh recruits to the Central Government are allowed to travel to their home town along with their families 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 the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

Question 2. How are the two blocks of four years applied to the Fresh Recruit?

Answer: The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

Question 3. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?

Answer: No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.

Question 4. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?

Answer: No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

From pre-page:

Question 5. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?

Answer: (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year. Refer illustrations 1 & 3 for further explanation.

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules. Refer illustration 2.

Question 6. How will the LTC entitlement computed in case of a fresh recruit joining the service on 31st December of any year?

Answer: A fresh recruit who joins the Government service on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs. Refer illustration 3.

Question 7. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?

Answer: A fresh recruit who has joined Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service. Refer illustration 4.

Question 8. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?

Answer: No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt. servant and his Home Town which implies that Headquarters and Home Town should be at different places.

10/11
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

Illustrations

Illustration 1:

An employee joins the Government service on 1st September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

Running Block	Year of LTC	Type of LTC	LTC Occasion	First block of 4 yrs
	01.09.2008 – 31.08.2009	Nil	--	
	01.09.2009 – 31.12.2009	Home Town	1 st	
	01.01.2010 – 31.12.2010	Home Town	2 nd	
	01.01.2011 – 31.12.2011	Home Town	3 rd	Second block of 4 yrs
	01.01.2012 – 31.12.2012	Any Place in India	4 th	
	01.01.2013 – 31.12.2013	Home Town	5 th	
	01.01.2014 – 31.12.2014	Home Town	6 th	
	01.01.2015 – 31.12.2015	Home Town	7 th	
	01.01.2016 – 31.12.2016	Any Place in India	8 th	
	01.01.2017 – 31.12.2017	Nil	--	
	01.01.2018 – 31.12.2021	New LTC Block		

Explanations:

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (ex. 2014-2017) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e. 2017).
- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

From pre-page:

Illustration 2:

An employee joins the Government service on 1st January, 2009. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st January, 2010 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.01.2009 – 31.12.2009	Nil	--
01.01.2010 – 31.12.2010	Home Town	1 st
01.01.2011 – 31.12.2011	Home Town	2 nd
01.01.2012 – 31.12.2012	Home Town	3 rd
01.01.2013 – 31.12.2013	Any Place in India	4 th
01.01.2014 – 31.12.2014	Home Town	5 th
01.01.2015 – 31.12.2015	Home Town	6 th
01.01.2016 – 31.12.2016	Home Town	7 th
01.01.2017 – 31.12.2017	Any Place in India	8 th
01.01.2018 – 31.12.2021	New LTC Block	--

Explanations:

- (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

From pre-page:

Illustration 3:

An employee joins the Government service on 31st December, 2011. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 31st December, 2012 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
31.01.2011 - 30.12.2012	Nil	--
31.12.2012	Home Town	1 st
01.01.2013 - 31.12.2013	Home Town	2 nd
01.01.2014 - 31.12.2014	Home Town	3 rd
01.01.2015 - 31.12.2015	Any Place in India	4 th
01.01.2016 - 31.12.2016	Home Town	5 th
01.01.2017 - 31.12.2017	Home Town	6 th
01.01.2018 - 31.12.2018	Home Town	7 th
01.01.2019 - 31.12.2019	Any Place in India	8 th
01.01.2020 - 31.12.2021	Home Town	--
01.01.2022 - 31.12.2025	New LTC Block	--

Running Block
(2018-2021)

Explanations:

- (i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31st December, 2012). From next year onwards he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2020-21) of the running four year block (2018-21); he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

From pre-page:

Illustration 4:

An employee joins the Government service on 10th May, 2006. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 10th May, 2007 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
10.05.2006 – 09.05.2007	Nil	--
10.05.2007 – 31.12.2007	Home Town/ Any Place in India	1 st
01.01.2008 – 31.12.2008	Home Town	2 nd
01.01.2009 – 31.12.2009	Home Town	3 rd
01.01.2010 – 31.12.2010	Any Place in India	4 th
01.01.2011 – 31.12.2011	Home Town	5 th
01.01.2012 – 31.12.2012	Home Town	6 th
01.01.2013 – 31.12.2013	Home Town	7 th
01.01.2014 – 31.12.2014	Any Place in India	8 th
01.01.2015 – 31.12.2015	Nil	--
01.01.2016 – 31.12.2017	Home Town	--

Explanation

A fresh recruit who has joined the Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service.

No.19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 13th July 2017

OFFICE MEMORANDUM

Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.
3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc
4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
5. The claims submitted in respect of journey made on or after 1st July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.
6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. These orders shall take effect from 01st July, 2017
8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.
9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

Annexure to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 10th July 2017.

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

2. Entitlements for Journeys on Tour or Training

A.(i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/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/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 rd Class/Chair Car

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

- 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.
- 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.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- 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
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

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 and 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

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island 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	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

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

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) Reimbursement of Hotel charges :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) Reimbursement of Travelling charges :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) Reimbursement of Food charges :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) Travel Entitlements :

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

(ii) Composite Transfer and Packing Grant (CTG) :

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4 T.A. Entitlement of Retiring Employees

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.
- (b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects :-** Same as Para 3(iii) above.

(iv) **Transportation of Conveyance :-** Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

No. 31011/8/2017-Estt.A-IV

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

Establishment A-IV Desk

North Block New Delhi.

Dated September 19, 2017

OFFICE MEMORANDUM

Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.

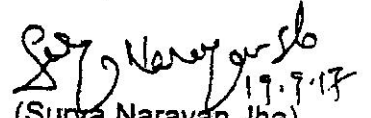
4. Further, the following conditions may also be noted:

- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

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- v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
 - vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.
5. This O.M. will take effect from July 1, 2017.
6. Hindi version will follow.


(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this OM on Department's website
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

Annexure-X

No. 31011/8/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block New Delhi.
Dated January 18, 2018

OFFICE MEMORANDUM

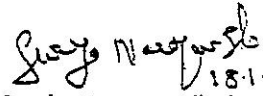
Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.

The undersigned is directed to refer to this Department's O.M. of even no. dated 19.09.2017 on the subject noted above, which inter-alia provides that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.

2. In this regard, this Department is in receipt of references from Government employees and various Departments seeking clarification as to whether travel by Business class for the purpose of LTC, shall be allowed to the Government employees as per their TA entitlements, or the earlier instructions regarding air travel by Economy class only as provided in Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 16.09.2010 shall continue to exist.

3. The matter has been examined in consultation with Department of Expenditure and it is hereby clarified that in line with DoPT's instructions dated 19.09.2017, the Government employees in the bracket of pay level 14 and above, shall be entitled for air travel in Business/Club class for the purpose of LTC. However, other conditions like rate ceiling of LTC-80 fare and booking of tickets through authorised modes, shall continue to exist.

4. Hindi version will follow.


(Surya Narayan Jha)
18.1.18

Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)