



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
प्रशासन (छुट्टी यात्रा रियायत प्रकोष्ठ)

Office of the Registrar
Admin (LTC Cell)

Ref. No./IIT(BHU)/LTC/2024-25/185

Date: 10.09.2024

Notice

Sub: - Leave Travel Concession – Guidelines & procedures to be followed while availing LTC.

This is to notify to all concerned that the Institute follows Government of India guidelines and orders issued from time to time for sanction of Leave Travel Concession (LTC) to its employees. However, while processing of LTC claims, it has been observed that in a number of cases, the claims submitted by the faculty/staff do not conform to the rules/orders, resulting in non-admissibility of claims. This occurs primarily due to non-awareness of rules & procedure.

In view of the above, a brief on the guidelines and procedure to be followed by the faculty/staff while availing LTC, is as under:-

Guidelines and procedures to be followed for Leave Travel Concession (LTC)

(1) Intimation about availing LTC:

Whenever an employee intends to avail LTC, he/she must inform the LTC Cell before the commencement of the journey. LTC claim will not be reimbursed in case prior intimation is not received in the LTC Cell.

Form 7, available on the Institute's website www.iitbhu.ac.in, is to be submitted by the employee concerned well in advance before proceeding on LTC journey for self and/or for family members.

Employee must also ensure that leave has been applied for LTC and got sanctioned before the LTC journey is undertaken. Without sanction of leave, order for LTC journey will not be communicated.

If there is any change in the intended place of visit, employee should immediately intimate the same to the LTC Section before the commencement of the journey otherwise the claim for new place of journey will not be entertained.

No request for change of place of visit after the date of start of journey shall be entertained under any circumstances.

(2) Eligibility:

Leave Travel Concession shall be admissible to regular employees only on completion of one year continuous service.

Every Employee should ensure that his/her home town is correctly indicated in his/her service records.

Home town LTC can be availed once in a block of two years and LTC to Anywhere in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.

Please note that the current two year block is 2024-25 and the current four year block is 2022-2025.

(3) LTC Provisions to the New Recruits:

Fresh recruits are entitled to avail LTC in two block years of four years each i.e. for first 8 years of their joining service. The blocks of 4 years shall apply with reference to the initial date of joining the service even though the employee changes the job subsequently.

In every block of 4 years, fresh recruits are allowed to avail 4 home town LTCs or 3 home town LTCs and one All India LTC in lieu of the home town LTC, However, the all India LTC can be availed only on the 4th occasion of the block and not at random.

Fresh recruits are not allowed to carry forward unutilized LTC in the next year, as they are eligible for LTC every year for the first 8 years of service. They can also convert Home Town LTC to J&K/NER/A&N LTC against one of the four occasions of Home Town LTC available to them in each block.

(For details, please visit `www.persmin.nic.in' << `OMs & Orders'<< 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')

(4) Retiring Employees:

The retiring employees are eligible to avail LTC as per their entitlement, provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.

(5) Conversion of Home Town LTC:

For the conversion of Home Town LTC, Rules as per O.M. F.No. 31011/15/2022-Estt-A-IV dated 11.10.2022, Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, for the block year 2022-25.

(6) Journey by Private Vehicle:

LTC Rules do not permit reimbursement for journey carried out by a private vehicle (owned/borrowed/hired) or a bus/van or other vehicle owned by private operators. LTC facility shall be admissible only in respect of journeys performed in vehicles operated by Govt. or any Corporation in the public sector run by the Central or State Govt.

(7) Booking of Air Tickets:

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 Lawrie & Company Limited (BLCL),
- (b) M/s Ashok Travels & Tours (ATT),
- (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

Employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot, mentioned below, 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.

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.

Reimbursement against Booking done through any other agent/website is not allowed.

(8) Advance/Final LTC Claim Settlement:

An employee can request for advance before availing LTC through Form 7. (Link for Form https://intranet.iitbhu.ac.in/admin/doc/form7_request_for_leave_travel_concession_and_advance.pdf)

The time limit for submission of LTC claim through Form 8 is: (Link for Form- https://intranet.iitbhu.ac.in/admin/doc/form8_leave_travel_concession_claim.pdf)

Within three months of completion of return journey, if no advance is drawn;

If advance is taken, the claim for reimbursement should be submitted within one month of the completion of the return journey, failing which outstanding advance will be recovered with penal interest (@2% over GPF interest) from the date of drawl to the date of recovery, as per rules.

Please also note that an employee has to produce railway tickets, air tickets (Itinerary receipt), bus tickets etc to the LTC Section within 10 days of drawal of advance.

(9) Incidental expenses

Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys.

Reimbursement for expenses of LTC journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

(10) Leave Encashment with LTC:

Employees are allowed to encash 10 days of Earned Leave while availing LTC to the extent of 60 days during the entire service, for which a balance of at least 30 days of earned leave after deducting 10 days leave to be encashed. The request for each leave encashment should be made prior to availing the LTC.

NOTE:

- (i) *These guidelines and procedures are for purpose of awareness of faculty/staff only.*
- (ii) *The above mentioned guidelines and procedures have been prepared based on the guidelines and orders of the Government of India on the subject in place, till the date of issue of the Notice. Any subsequent amendments/modifications on the subject shall apply automatically.*
- (iii) *In case of any conflict/deviation between the guidelines and procedures stipulated in this notice and in the original source i.e. CCS (LTC) Rules, 1988 or the prevailing OMs, the guidelines and procedures contained in the extant rule, laws and the original instructions shall prevail. Any aspect not covered here, will be governed by the relevant rule / provision contained in CCS (LTC) Rules, 1988 as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.*

This notice is issued with the approval of the competent authority.


10/09

Joint Registrar (Admin-II)

Copy forwarded for information to the following:

Date: 10.09.2024

1. All the Deans
2. All the Heads of the Departments / Coordinators of the Schools
3. The Coordinators / In-charges of Units / Centres / Offices etc.
4. All the Professor In-charges
5. Prof. Incharge, Main Library
6. The Chief Councillor – Gymkhana
7. The Chairman, Institute Works Committee,
8. The Chairman, - IIT(BHU)-Cafeteria Committee,
9. The Chairman, Council of Wardens,
10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. The Chief Proctor
13. All Administrative Wardens / Wardens, IIT(BHU)-Hostels,
14. All the members of the Committee,
15. The Joint Registrar,
16. Secretary to the Director
17. The Dy. Registrar,
18. All the Asstt. Registrars,
19. P.S. to the Director,
20. P.A. to the Registrar,
IIT(BHU).


10/09

Joint Registrar (Admin-II)