

Annexure- 4



GOVERNMENT OF KERALA Abstract

Leave Travel Concession to the State Government Employees - Rules/guidelines
- Orders Issued.

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FINANCE (EXPENDITURE -C) DEPARTMENT

G.O(P)No. 5/2013/Fin.

Dated, Thiruvananthapuram, 02/01/2013

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Read: 1. GO (P) No. 85/2011/Fin dated 26/02/2011.

2. GO (P) No. 713/2012/Fin dated 31/12/2012.

ORDER

Government have accorded sanction in principle for Leave Travel Concession (LTC) to the State Government employees and teachers vide reference 2nd cited. It was ordered therein that the guidelines/Rules in respect of the LTC will be issued separately. Accordingly Government are pleased to issue the guidelines/Rules in respect of the LTC scheme as follows:

2. These rules shall apply to the persons:
 - (i) Who are appointed to State Government Service.
 - (ii) Staff of Aided Schools and Aided Colleges.
 - (iii) Full time employees borne on the contingent & work charged establishments, employees of Local bodies.
3. These rules shall not apply to those:
 - (a) Who are employed on Casual/Daily Wage basis/Contract basis.
 - (b) Who are re-employed after their retirement.

- (c) Persons during the period of leave without allowance for other employment/join spouse.
- (d) During the course of suspension.
- (e) Persons eligible for any other form of LTC.
- (f) Persons appointed on consolidated pay.
- (g) Part Time Contingent employees.

4. Definitions

a. 'Family' means-

- (i) An employee's wife/husband and their surviving unmarried children/step children or legally adopted children wholly dependent upon the employee;
- (ii) In order to avail LTC to the family members, every Government employee should furnish a list of family members who are dependent on him and the same has to be recorded in the Service Book of the employee. As and when there is change in the family members, either due to addition or deletion, the employee should furnish a revised list duly furnishing reasons for the same. Such revised list of family members should also be recorded in the relevant page (Family Particulars-page 5) of Service Book of the employee. At the time of submitting application for availing LTC, the Government employee should indicate the details of family members for whom the concession is proposed to be utilized. The authority competent to permit the employee to avail LTC should verify the correctness of the family members furnished in the application with the entries recorded in the service book of the employee and satisfy itself before according permission.

- b. 'Hometown' means- The town or village or any other place declared as such by Government servant and accepted by the Controlling Officer. (If the

home town is situated outside the state, the claim shall be limited to last point within the State in that direction.)

c. **Shortest direct route-** The Government's assistance will be limited to the fare by the shortest direct route calculated on a through ticket fare, irrespective of the fact whether the journey was performed by shortest or any other route.

'Shortest direct route' means the route by which a traveller can most speedily reach his destination by ordinary modes of travelling. In case of doubt, the Government shall decide the shortest of two or more routes. (KSR Part II Rule 13(b)).

5. **Admissibility of Leave Travel Concession-**

- (i) The Leave Travel Concession shall be admissible to the persons of the categories specified in clause (i), (ii), (iii) of Rule (2) above with family, only once during the entire service, if they have completed fifteen years (15 years) of regular continuous service under the State Government or in aided educational institutions or taken together on the date of journey sought to be performed. For the purpose of computing this period, the service rendered by the Government servant qualifying for pension alone will be reckoned.
- (ii) The Leave Travel Concession shall be admissible to all eligible persons for a maximum period of 15 days including holidays.
- (iii) The Leave Travel Concession shall be admissible during any period of leave, other than Casual leave, Special casual leave and Maternity leave in the case of regular employees. The period of absence on account of availing Leave Travel Concession shall be regularised by granting earned leave, half pay leave, commuted leave or leave without allowance under Rule 88, Part I, KSRs.

- (iv) Teachers of schools and colleges will be allowed LTC on vacation.
- (v) LTC shall be admissible during leave preparatory to retirement.
- (vi) Originals of the train tickets/bus tickets/air tickets etc should be produced with the claims.

6. **Place of Visit-** Place of visit can be any place in India subject to a maximum of 6,500 km (combined distance of to and fro journeys to the destination), subject to the other provisions in the rules.

7. **Place of visit to be declared in advance-** When the concession to visit any place in India is proposed to be availed of by the Government Servant and members of his family, the intended place of visit should be declared by the Government Servant in advance to his Controlling Authority. It cannot be changed after the commencement of the journey.

Exception: *Government may consider the request for change made before the commencement of the journey owing to conditions beyond the control of the Government Servant.*

8. **Reimbursement-** Government will reimburse 100% of the to and fro fare by air/rail/road/steamer, as per the entitlements of the Government servant on tour as contemplated in Part II KSRs. The assistance admissible will be the actual fare admissible subject to entitlement, for the actual distance travelled from the home town of the Government Servant to the declared destination. But incidental expenses and DA for halt as admissible on Tour T.A, will not be granted.

9. **Different Classes in the same journey-** A Government Servant may travel by train in a lower or higher class, but Government assistance would be limited to the fare of the accommodation of the entitled class to the officer on tour T.A as per rules in Part II KSRs. However, for travel in a lower class, the admissibility of assistance would be the rate of actual fare charged in that class. The extra cost incurred for the reservations/safety charges will also be reimbursable.

10. Grant of Advance-

- (a) Advance upto 90% of the estimated fare which Government would have to reimburse in respect of the cost of the journey both ways shall be admissible.
- (b) The Sanctioning Authority can sanction advance to an officer at the rate prescribed at (a) above.
- (c) The final bill should be preferred within one month of the completion of return journey. If that is not done, the entire advance should be recovered from the next salary bill of the incumbent after completion of 30 days' grace period. The Drawing and Disbursing Officer (DDO) will be responsible and liable to pay the entire amount with penal interest, if he does not make the recovery in time. If the advance amount is not utilized for the purpose, or if the journey is not commenced within 30 days from the drawal of advance from Treasury, the entire amount should be recovered with 18% interest and disciplinary action should be taken.
- (d) When no advance is drawn by the Government Servant, the right of a Government Servant for reimbursement of LTC claim stands forfeited or deemed to have been relinquished, if the claim for it is not preferred within three months of the date of completion of return journey.
- (e) In the case of an officer on deputation who avails of LTC immediately on reversion but before joining his parent office, the borrowing department may grant the advance in consultation with the parent department and enclose a copy of the order to the parent department to enable them to watch the adjustment of the advance.

- (f) If an Officer takes an advance under this scheme, he should ensure that the outward journey is commenced within 30 days from the date of grant of the advance.
- (g) A proper record of advance sanctioned under the scheme should be maintained by the controlling officer and the sanctioning authority.
- (h) Appropriate entries should be made in the service book of the employees.
- (i) The Head of Department /Controlling Officer should keep a watch over the position of outstanding advances paid up to the end of the previous month and issue necessary orders regarding recovery of advance due for adjustment.
- (j) Normally, the advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance.
- (k) The claims for adjustment of the advance should be preferred within one month of the completion of the return journey. If no advance has been drawn, the claim should be preferred within 3 months.
- (l) The Controlling Officers should maintain a register of LTC claims and advance registers. The register should be closed monthly on the last day and put up to the Head of office for obtaining orders in regard to recovery of outstanding advances due for adjustment.
- (m) After disbursing the advance, if the government employee dies before actually performing the journey, the entire advance shall be recovered from the entitlements due to the legal heirs.
- (n) If the government employee dies after performing the journey but before preferring the claim, the family members may claim the entitlements to be disbursed by the DDO concerned.

11. Government servants deputed to posts in PSUs, Autonomous bodies etc.-

The Government servants on deputation / foreign service with the PSUs /Autonomous bodies/ Boards etc will be eligible for the concession, provided that provision for its admissibility has been incorporated in the orders placing them on deputation. The cost of the concession in all such cases shall be met by the borrowing organization.

12. Provision applicable when both husband and wife are employed-

- (a) When the spouse of the Government servant is employed, the State Government servant should furnish a certificate at the time of preferring the claims for LTC as prescribed in Appendix II.
- (b) When both husband and wife are employed in State Government service, LTC claim should be preferred by any one of them only.
- (c) The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

13. Mode of conveyance for availing LTC- LTC will be admissible for the journey performed by rail / by road / by steamer / by air. However, the claim will be restricted to the actual expenses limited to the railway/road/steam/air fare by the authorised class of accommodation according to the eligibility of the officer on tour as contemplated in KSRs Part-II.

14. Sanctioning Authority- The Controlling Officers are authorised to sanction LTC to their subordinate Officers. In the case of Head of Department, the sanctioning authority will be the Government in the Administrative Department concerned. A copy of the sanctioning order shall be endorsed to the Accountant General (Audit).

15. Check list for determining amount of LTC Advance-

- 1. Rail fare to and fro by the entitled class or the class by which the official purposes to travel, whichever is less :₹
- 2. Number of entitled persons for whom advance is claimed :₹

3. Amount reimbursable to the Official : ₹
4. Amount of advance admissible (90%) : ₹

16. Checklist for scrutinizing LTC claims-

1. Whether the Government Servant has completed 15 years of continuous service on the date of the journey?
2. Whether the claim has been preferred within one/three months of the date of completion of the return journey?
3. Whether the claim is for the journey performed within India to a maximum of 6500 KMs, (combined distance of to and fro journey to the destination)?
4. Relationship of the employee with the members of the family and age.
5. Whether the claim is by the shortest route?
6. Whether the Government Servant has previously intimated before the journey was undertaken?
7. Whether the journey has been recorded in the Service Book of both the parties, if husband and wife are employed under State Government?
8. Whether the concession has been availed previously?
9. Whether tickets/cash receipts in original are produced with the claims?

17. 'Penalty for misuse or abuse of LTC'- In case, where misuse/abuse of LTC is proved, the competent authorities shall take action as indicated below:

- (i) The entire amount, if drawn and disbursed shall be recovered in one lumpsum with 18% interest.

- (ii) The right of the Government employee for availing the LTC shall be forfeited for the rest of the service.
- (iii) Disciplinary action shall be taken against the employee as per Rules.
- (iv) If the Government servant is fully exonerated of the charge of fraudulent claim of Leave Travel Concession, he shall be allowed to avail the concession withheld earlier.

18. Penalties for misuse/abuse of advance drawn for Leave Travel Concession- In case where misuse/abuse in refunding the unutilized portion of advance drawn and paid, is proved, the competent authorities shall take action as indicated below:

- (i) The entire amount of unutilized advance alongwith the penal interest @ 18% per annum and as modified from time to time shall be recovered in one lumpsum.
- (ii) The action referred to in items (ii) and (iii) of clause (17) above shall also be taken.

19. Head of Account- Expenditure under LTC shall be met from the provision under '04-1 Tour TA' of the relevant head of account to which the Travel Expenses of the employee is normally debited.

By Order of the Governor

Dr. V.P. JOY

Principal Secretary (Finance)

To

The Principal Accountant General (Audit), Kerala,
Thiruvananthapuram.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
All Heads of Departments and Offices.
All Drawing and Disbursing Officers.
All Departments (all sections) of Secretariat.
The Secretary, Kerala Public Service Commission (with C.L.)
The Registrar of High Court, Kerala (with C.L.)
The Registrar, Kerala/Cochin/Kozhikode/Kannur/Kottayam/

Sree Sankaracharya/M.G. University (with C.L.)
The Registrar, Kerala Agricultural University, Thrissur (with C.L.)
The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram
(with C.L.).
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with
C.L.).
The Advocate General, Ernakulam (with C.L.).
All Additional Chief Secretaries, Principal Secretaries, Secretaries,
Additional Secretaries, Joint Secretaries, Deputy Secretaries and
Under Secretaries to Government.
The Secretary to Governor.
The Private Secretary to Chief Minister and other Ministers.
The Private Secretary to Leader of Opposition and Government Chief
Whip.
The Additional Secretary to Chief Secretary.
The Private Secretary to Speaker.
The Secretary, State Information Commission, Thiruvananthapuram (with C.L.).
The Director of Treasuries, Thiruvananthapuram.
The Nodal Officer, www.finance.kerala.gov.in.
The Stock file / Office copy.

Forwarded / By Order,


Section Officer.

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Appendix I

Application form for grant of LTC advance

1. Name of the Government Servant :
2. Designation :
3. Pay and Scale of Pay :
4. Date of entering the State Govt. Service :
5. Name of Department/Office :
6. Date of Birth :
7. Date of Superannuation :
8. Home town declared for LTC :
9. Whether wife/husband is employed and if so :
 - a. Name of Department :
 - b. Name of office with full postal address :
 - c. Designation :
 - d. Pay & Scale of pay :
 - e. Whether entitled to LTC :

10. Persons in respect of whom LTC is proposed to be availed.

Sl. No.	Name and age	Relationship	Occupation

11. Place of visit and distance from Home town :
12. Amount of advance required : ₹

DECLARATION

I declare that the particulars furnished above are true and correct to the best of my knowledge.

In the event of cancellation of the journey I undertake to refund the entire advance in one lumpsum.

Date:

Signature of the Government servant.

VERIFICATION REPORT

(For Office Use)

1. Particulars in columns 1 to 9 of Rule 16 verified.
 2. Amount entitled for reimbursement. : ₹
 3. Advance admissible (90% of 2 above) : ₹
- Advance of ₹..... may be sanctioned.

Signature :

Name :

Designation :

Certificate by the Controlling Officer

Certified that

- (i) Sri./Smt./Kumari.....has rendered continuous service for 15 years on the date of commencing the outward journey.
- (ii) necessary entries as required under Para 10 (h) of the LTC Rules have been made in the Service Book of Sri./Smt./Kumari.....

Date:

Name :

**Designation of the
Controlling Officer :**

Signature :

Appendix-II

Form TR.....

LTC BILL

(Note: This bill should be prepared in duplicate.....)

PART-A

(To be filled in by the Government Servant)

1. Name
2. Designation.....
3. Pay and Scale of Pay.....
4. Head Quarters.....
5. Particulars of members of family in respect of whom the LTC has been claimed.

Sl. No.	Name	Age	Relationship with the Government Servant

6. Details of journey (s) performed by Government Servant and the members of his/her family:

Sl. No.	Departure	Arrival	Distance in km	Mode of travel	Class of accommodation used	No. of fares	Fares paid Rs. Ps.	Sl. No./ Voucher date of the ticket/Cash receipt	Remarks

7. Amount of advance, if any, drawn: ₹.....

Certified that

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) My husband/wife is not employed any Government/quasi-Government service and the concession has not been availed by him/her separately for himself/herself or for any of the family members.
- (iii) My husband/wife for whom LTC is claimed by me is employed in(name of the Institution - State/Central Government Department/PSU/Corporation/Autonomous Body/Board etc.), which provides LTC facility but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and
- (iv) My husband/wife for whom LTC is claimed by me is employed in - (name of State/Central Government Department/PSU/Corporation/ Autonomous Body/Board etc.) which does not provide LTC facility to its employees and their families.

Dated:

Signature of Government Servant:

* Strike out whichever is not applicable.

PART-B

(To be filled in by the Bill Section)

1. The net entitlement on account of LTC works out to
 ₹.....(Rupees.....)
 as detailed below.

a. Railway/Bus/Steamer/air fare.....

b. Less amount of advance drawn vide

Voucher No.....

Dated.....

Net Amount

₹	₹

2. The expenditure is debitable to

Bill Clerk
 (initial)

Drawing and Disbursing Officer.
 (Signature).

(Countersigned)

Certificate of Entry in Service Records

Certified that necessary entries have been made in the Service Book of
 Sri./Smt./Kumari.....

(Signature of the Officer
 authorised to attest entries in
 the Service Book.)

To

