

LEAVE TRAVEL CONCESSION

1.0 Availing of LTC

- 1.1** LTC is admissible to all employees in the approved scales of pay on completion of one year's continuous service on the date of journey.
- 1.2** LTC is allowed once in a period of two calendar years (viz. two yearly block) from Headquarters to Home Town and back. The two yearly block are 2003-04, 2005-06, 2007-08 and so on. In the case of Gujarat Refinery and Mumbai Office, the block years end with odd number in the case of those employees who joined at these places prior to 1.9.1975. The concession which is not availed during that block, may be availed in the next block of two years
- 1.3** Employees and their eligible family members in any given block period of two years may avail LTC for any place in India.

Officers in Gd. D and above have option to visit a destination outside India in alternative block of two calendar years. TA for travel outside India shall be reimbursed as per actuals or up to the listed domestic standard airfare by Indian Airlines for journey by entitled Class (as applicable for LTC) between nearest airport at the headquarter of the employee and the airport at the farthest point in Mainland in India by the shortest route, whichever is lower. If in a sector, Indian Airlines does not operate any service, standard fare of other similar Airline will be referred to.

- 1.4** Employees while availing LTC, are also reimbursed for local travel actual taxi fare or at twice the entitled rate of local conveyance under TA rules at the stations of commencement and termination of outward and inward journeys, whichever is less.
- 1.5** Four/fifths of the estimated fare and expenses for hiring accommodation (as per entitlement) may be drawn as an advance towards cost of the journey by the shortest route to the destination and back.
- 1.6** Employees posted to Assam and other North Eastern States but whose declared Home Town is outside any of these States are entitled to the liberalised LTC/Home Travel facility.
- 1.7** Leave Travel Concession is admissible to an employee during regular or casual leave without any minimum limit on the leave to be taken.
- 1.8** Employees while availing LTC are entitled to draw an amount equivalent to 100% of the amount of DA (at the applicable rate under TA Rules) for self, (one) spouse, two dependent children above 5 years of age and dependent parents towards expenses on hiring accommodation at place(s) of visit in the country which should be other than the employees' home town for the actual number of nights spent at such a place, up to ceiling of 10 days. This is subject to the condition that holiday home/Guest house/transit accommodation facility, if existing at the place of visit is not availed by employee/family. Further, Transit DA for the period of journey @75% DA admissible (at the rates applicable for 'other cities') shall be reimbursed within the overall existing ceiling of 10 days.
- 1.9** Employees who are entitled to travel by rail by 2nd AC class and entitled members of their families for availing LTC either to Port-Blair (in Andaman & Nicobar Islands) or to Agattii (in Lakshwadeep) can travel by air. However, travel entitlement from the place of posting up Chennai or Calcutta (for journeys to Port

Blair) and upto Trivendrum (for journeys to Agatti) will be regulated within the to and fro fare ceilings by the shortest route as per the existing entitled class of travel.

In case of workmen this facility will be available only once during the entire service.

- 1.10** While availing LTC, such workmen who are currently entitled to IInd class rail travel, will be allowed reimbursement of three tier AC fare for rail travel actually undertaken by the shortest route. Their basic entitlement however, will not undergo any change.

2.0 LTC ENCASHMENT

The existing rates of LTC encashment in respect of employees are as under:

Non-Officers:

Category	Amount entitled per full ticket
Mktg./IBP Divn. - BP of Rs. 6415/- & above Other Divns. - BP of Rs. 6375/- & above	Rs.3744/-
Mktg./IBP Divn. - BP of less than Rs. 6415/- Other Divns. - BP of less than Rs. 6375/-	Rs.1010/-

Officers:

Grade	Amount entitled per full ticket
D & above	Rs.7848/-
A, B & C	Rs.4618/-

3.0 Lump-sum LFA facility

- (i) Employees who are otherwise eligible under the LTC Scheme of the Corporation would be eligible to opt for the “Lump-sum LFA” facility in lieu of the LTC Scheme of the Corporation.
- (ii) Employees opting for “Lump-sum LFA” facility would be eligible to claim a lump-sum amount linked to their actual Basic Pay and DA once in a block of 2 calendar years as per following Table:

Sl. No	Category/Grade	Lump-sum Entitlement
1	Workmen with BP less than Rs.6415 (Mkt.Divn & IBP) /Rs.6375 (Other Divns)	1.00 time of actual BP+DA of one month
2	Workmen with BP of Rs.6415 or more (in Mkt.Divn & IBP)/Rs.6375 or more (in Other Divns)	1.25 times of actual BP+DA of one month
3	Officers in Gd. A, B & C	1.50 times of actual BP+DA

		of one month
4	Officers in Gd. D, E & F	2.00 times of actual BP+DA of one month
5	Officers in Gd. G, H & I	2.50 times of actual BP+DA of one month

Note: BP would include Special Pay, Stagnation Pay, etc. on which DA is payable

- (iii) The option to switch over to the Lump-sum facility would be valid from a block of 2 calendar years for which LTC facility has not been utilized at all by the employee for self and family members.
- (iv) The employees who have opted for and are covered under LFA facility would have the option twice to switch over between LFA and LTC in the entire service as under:
 - a. First time they may opt for LTC in lieu of LFA
 - b. Next time they may revert from LTC to LFA, if so desire. Thereafter these employees will continue to be covered under LFA facility.
