

Leave Travel Concession

Marathi

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 - 1) When a journey is performed by a longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis by calculating mileage allowance for different modes / classes by the shortest route in the ratio of distance covered by such modes by longer routes actually used.
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1. **Short title and commencement**

(1) These regulations may be called the "Bombay Port Trust Employees' (Leave Travel Concession) Amendment Regulations, 2003".

(2) They shall come into force from the date of publication of Government's sanction in the Official Gazette.

2. **Definition**

In these regulations, unless the context otherwise requires,

(1) Board, Chairman, Deputy Chairman and Head of a Department have the meanings respectively assigned to them in the Major Port Trusts Act, 1963 (38 of 1963).

(2) Accounts Officer means the FA and CAO of the Board and also any other officer(s) from the Accounts Department of the Board designated by the FA and CAO to regulate claims of employees under these regulations.

(3) Concession means the leave travel concession admissible under these regulations.

(4) Employee means an employee of the Board.

(5) A place in India will cover any place within the territory of India, whether it is on mainland India or overseas.

(6) Shortest direct route shall have the same meaning as given in Supplementary Rule 30 and orders issued thereunder from time to time.

(7) The expression once in a period of two financial years means once in each block of two financial years starting from the financial year 1975-76.

(8) The expression once in a period of four financial years means once in each block of four financial years starting from the financial year 1975-76.

3. (1) **Save as otherwise** provided in these regulations, the concession is admissible to the Board's employees including –

(a) 'B' Category Shore Workers; and

(b) Contract employees

Every employee appointed on contract basis shall be eligible for the concession on completion of one year's continuous service, if the period of contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract shall be taken into account for this purpose.

The grant of the concession to employee on contract shall be subject to the condition :

(i) that the successive blocks of two years, or the successive blocks of four years in the case of such employees shall be reckoned from the actual dates of their joining posts under the Board;

(ii) that the appropriate administrative authority certifies at the time the employee concerned avails himself of the concession that he is likely to serve under the Board for a period of two years or four years, as the case may be, from the date of his joining a post under the Board. The admissibility of the concession during the subsequent two years period, or four years period, as the case may be, will also be subject to similar conditions.

(c) Retired employee re-employed – Retired employees who are re-employed are eligible for the concession on completion of one year's continuous service subject to the condition laid down in regulation (b) above. But in the case of re-employment immediately after retirement the period of re-employment service may be treated as continuous with the previous service for the purpose of this concession and the concession allowed for the re-employed period (provided that the concession would have been admissible to the employee had he not retired).

(d) Persons who are employed under a State Government /Central Government/Autonomous Bodies/Public Sector Undertaking and are on deputation to Bombay Port Trust.

(2) The concession is not admissible to –

(a) employees of the Railway Department and the loco and wagon establishments of the Mechanical Engineering Department who are eligible for Free Passes and/or Privilege Ticket Orders under the terms and conditions governing their service;

(b) employees of the Railway Department and the Railway Engineering Section of the Civil Engineering Department who are in receipt of a monthly special Travelling Allowance in lieu of Free Passes and/or Privilege Ticket Orders formerly admissible to them;

(c) persons not in the whole time employ of the Board; or

(d) persons paid from contingencies.

(3) The concession is not admissible to an employee who has not completed one year of continuous service on the date of journey performed by him, or his family as the case may be. The condition of one year's continuous service on the date of journey for admissibility of the concession is applicable equally to permanent employees and probationers as well as the temporary and officiating employees.

Note :

(a) The Board's employee under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

(b) LTC to officers deputed to Port Trust –

The travel concession will automatically be admissible to officers who have come on deputation to Port Trust; it will be necessary to accord a specific sanction in this regard.

(c) Any changes brought about in the Central Civil Services LTC Rules shall mutatis mutandis be made applicable with effect from the same date to the Port Trust employees with the approval of the Board.

4. Frequency of entitlement

(1) The concession shall be admissible to an employee once in a period of two financial years for journey to his home town and once in a period of four financial years for journey to any place in India. It shall cover the employees and their families.

(2) An employee who has a family living away from his place of work may, instead of having the concession for his family as well as for himself once in a block of two financial years avail of the concession for himself alone once in every year during each block for visiting his home town.

Explanation :

The term once in a period of two financial years means once in each block of two financial years commencing from the financial year 1975-76.

The term once in a period of four financial years means once in each block of four financial years commencing from the financial year 1975-76.

(3) The employees and their families who are unable to avail themselves of the concession in a block of two years, or in a block of four years, as the case may be, may be permitted to avail of the concession before the end of the first year of the next block of two years or before the end of the first year of the next block of four years, as the case may be.

(4) In the event of the return journey, falling in the succeeding financial year, the concession shall be counted against the financial year in which the outward journey had commenced.

5. Entitlement

(1) All employees shall be entitled to the concession for visiting 'Home-Town' once in a block of two years and any place in India once in a block of four years.

(2) The Board shall meet the actual fares in full. There shall be no objection to an employee travelling in a lower or higher class but the Board's liability for concession shall be limited to the fares of the accommodation by the entitled class or the lower class actually used.

(3) An employee who is entitled to the concession for journeys to his 'home-town' will also be entitled to the concession for journeys to any place in India once in a block of four years, however if the concession for journeys to any place in India once in a block of four years is utilised, it will be in lieu of, and adjusted against, the concession for visiting the 'home-town' including the concession, if any, carried forward under sub-regulation (3) of regulation 4, to which he may be entitled at the time of journey to place of India is undertaken. Further, such an employee will be entitled to carry forward the concession to the first year of the next block of four years, only if he is entitled to a carry forward concession to 'home-town' for that year.

(4) In every case, the journey should be 'home-town' and back and the claim should be for both outward and inward journeys. The journey to 'home-town' need not necessarily commence from, or at, Mumbai either in his own case or in the case of his family. But the assistance admissible shall be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between Mumbai and the 'home-town' of the employee.

6. Definition of family:

(a) The term 'family' shall be interpreted in the same manner as in Supplementary Rule 2(8), as amended from time to time of the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules for the purpose of travelling allowance on transfer. Where both the husband and wife are employees, the concession shall be admissible to the family on the scale admissible to the husband or wife and not both.

(b) Employees and Family Independent Units-

The family members need not accompany the Board's employees or even travel in the same financial year in which the Board's employee travels. The family members will get the concession independently whether the Board's employee avail it or not. The members of the family may either travel together or separately in different groups, as may be convenient to them. Where they travel in different groups at different times, reimbursement of expenditure may be allowed in respect of each group, provided the journey is performed during the currency of the block in respect of which the first group performed its journey. The return journey of each group must be completed within six months from the date of commencement of the outward journey by that group. This condition may be relaxed in special cases by the Heads of Departments, and in the case of a Head of Department by the Dy. Chairman or Chairman.

(c) Board's employee and/or member(s) can visit home town or any place in India in the same block.

In the same block of years, some members of the family can avail the concession to visit home-town, while others for visiting any place in India.

(d) Board's employee and/or member(s) of family may visit the same or different places :

While availing the concession to visit any place in India, the Board's employee and/or member(s) of his family may visit the same place or different places of their choice.

(e) Concession for one way journey :

The concession is admissible to the members of a Board's employee's family with reference to the facts existing at the time of forward and return journey independently.

Explanations :

(A) Entitled to reimbursement in respect of the OUTWARD journey only-

(i) A dependent son/daughter getting employment or getting married after going to home-town or remaining there for prosecution of studies;

(ii) The family having performed the journey to home-town have no intention of completing the return journey from home-town, provided the Board's employee foregoes, in writing, the concession in respect of the return journey if performed by the family members at a subsequent date.

(B) Entitled to reimbursement in respect of the RETURN journey only-

(i) A newly married husband/wife coming from home-town to headquarters station or a husband/wife who has been living long at home-town and did not avail of the LTC in respect of the outward journey;

(ii) A dependent son/daughter returning with parents or coming alone from home-town where he/she has been prosecuting studies or living with grand parents etc.;

(iii) A child who was previously below 3 years of age but has completed three at the time of return journey;

(iv) A child legally adopted by a Board's employee while staying in the home-town.

Note :

A child who was below 12 at the time of outward journey but has completed twelve at the time of return journey will be entitled to half fare for the outward journey and full fare for the return journey.

(f) When the spouse of the Board's employee is employed in an office other than the Board where LTC facilities are available.

The Board's employee should furnish a certificate as under at the time of preferring the claim for LTC :

"Certified that my wife/husband for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.) which provides LTC facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer."

(g) When the spouse is not so employed as in (f) above :

The Board's employee, in such cases should give a certificate as under :

"Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body, etc. financed wholly or partly by the Central Government, Local Body, which provides LTC facilities to its employees and their families."

(h) Both husband and wife are Board's employees :

In the case of husband and wife who are both Board's employees, he or she can avail of the travel concession as a family member of the other Board's employee. This condition applies only when the wife or husband is residing with the Board's employee. If, for any reason, they are residing separately they can claim the concession independently as two separate employees according to his or her own entitlement.

(i) Claim for family may be separate :

Where a Board's employee and his family perform journeys separately, there is no objection to his presenting separate claim.

(j) Children prosecuting studies at places other than home town:

Children of Board's employees wholly dependent on them but living away from them in hostels for prosecuting studies, can avail LTC as members of the employee's family both to home town and any place in India. In their cases, the claim will be limited to the amount admissible from the place of study to home town/any place in India and back to the place of study or from the headquarters of the Board's employee to the home town/any place in India and back, whichever is less.

(k) Every year LTC to home town admissible to unmarried Board's employees :

The unmarried Board's employees who have left their wholly dependent parents, sisters and minor brothers at their home town may also be given the benefit of LTC to visit home town every year. This concession will be in lieu of all other LTC facilities admissible to Board's employee, parents, sisters and minor brothers.

(l) Condition of 'residing with waived' in respect of spouse and children :

In cases where the Board's employee has left his/her spouse and the dependent children at places other than his/her headquarters, he may be allowed LTC in respect of them from the place of their residence to home town in a block of two years or any place in India in the block of four years, as the case may be, but the reimbursement should in no case exceed the actual distance travelled by the family or the distance between Bombay and the place visited/home town, whichever is less.

7. Home Town

"Home Town" means the permanent home town or village as entered in the service book or other appropriate official record of the employee concerned and such other place as has been declared by him, duly supported by reasons (such as ownership of immovable property, permanent residence or near relatives, e.g. parents, brothers, etc.) as the place where he would normally reside but for his absence from such a station for service under the Board. The criteria mentioned below may be applied to determine whether the employee's declaration of home town may be accepted –

(i) whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations and if so, whether after his entry into service the employee had been visiting that place frequently;

(ii) whether the employee owns residential property in that place or whether he is the member of a joint family having such property there;

(iii) whether his near relatives are residents of that place;

(iv) whether, prior to the entry into the Board's service, the employee had been living there for some years. The criteria one after the other need be applied only in cases where these immediately preceding criterion is not satisfied. Where the employee or the family of which he is a member owns residential or landed property in more than one place, it shall be left to the employee to make a choice of any such place as his home town giving reasons for the same provided that the decision of the Head of the Department in which the employee is employed whether or not to accept such a place as the home town of the employee shall be final. Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of declaration of 'home town', the presence of near relations should be of more or less of permanent nature.

8.1 Declaration of Home Town :

(i) Every employee shall make a declaration of his home town. A declaration already made by an employee under the regulations in force before the commencement of these regulations shall be treated as the declaration made by him for the purpose of these regulations. Every new entrant to the Board's service shall make a declaration as to his home town before the expiry of six months from the date of his entry into the Board's service.

(ii) The declaration made by an employee other than a Head of a Department shall be subject in each case, to the acceptance by the Head of his Department who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary. The effective date of declaration of home town shall be the date on which the employee made it and not the date of its acceptance by the Head of his Department or the date of communication conveying such acceptance. The declaration made by a Head of the Department shall be subject to the acceptance by the Deputy Chairman or the Chairman. A declaration made by an employee and accepted by his Head of Department, or the Chairman, as the case may be, under the regulations in force before the commencement of this regulations shall be treated as the declaration accepted by the Head of a Department, Dy.Chairman or Chairman for the purpose of these regulations.

(iii) A declaration of 'home town' once made shall ordinarily be treated as final, but in exceptional circumstances the Heads of Department (and in the case of a Head of Department, the Chairman or the Deputy Chairman) may authorise a change in such declaration provided that such a change shall not be made more than once during the period of service of the employee. In the case of persons on deputation to the Board, such requests shall be granted only with the approval of the leading authority.

(iv) The declaration of home town made after the prescribed time, limit may be accepted by the Head of a Department (and in the case of a Head of a Department, by the Chairman or the Deputy Chairman) against the one chance for changing the declaration and this will be treated as a final declaration of home town and no further change of home town will be allowed in such cases.

(v) The Head of a Department may, for his own convenience, maintain a register of home town in respect of employees in his department.

2. Declaration of Home Town – Outside India

A Board's employee who declares subject to the satisfaction of the concerned authority, that his home town is outside India, will also be entitled to the LTC for visiting his home town. Board's assistance in such a case will be limited to the share of fares for journeys –

(i) upto and from the railway station (by the shortest route nearest to the home town or

(ii) the railway station for the nearest port of embarkation/disembarkation in India. The term 'nearest port' for this purpose means the port in India nearest to the home town of the Board's employee.

3. When the husband and wife are both Board's employees :

The husband and wife who are both Board' employees could, at their option, choose to declare separate home town and both of them may claim the concession separately under the normal provisions of LTC Rules in respect of members of their respective families. This is, however, subject to the condition that if husband or wife avails the

facility as the member of the family of the other, he or she will not be entitled for claiming the concession for self independently. The children shall be eligible for the benefit of one particular block as members of the family of one of parents only. All the other conditions for admissibility as per normal provisions of the scheme.

9. Class of Accommodation :

(A) Journey between places connected by rail.

(i) When travelling by railways, employees will be entitled to class of accommodation as follows :

- a. Chairman of the Port Trust shall be eligible to travel by air by National Carriers by economy (Y) Class or A/c. 1st class at his option. Journey by private airlines shall not be permitted.

Dy.Chairman of Port Trusts, Dock Labour Boards & all other officers of Port Trusts

& Dock Labour Boards shall be entitled to travel by train by entitled class of accommodation as on tour.

- b. Class I and Class II officers.

Basic pay + Non-practising Allowance	Normal	Rajdhani Express	Shtabdi Express
Rs.11000 and above	AC 1st Class	AC 1st Class	AC Chair Car
Rs.8600 to Rs.10999	2nd AC 2 tier Sleeper / 1st Class	2nd AC 2 tier Sleeper	AC Chair Car

- c. Class III and IV employees

Sr.No.	Pay Range	Normal Trains	Rajdhani Express	Shtabdi Express
1.	Rs.9000 and above but below Rs.12000	2nd AC 2 tier Sleeper / 1st Class / AC 3 tier	2nd AC 2 tier sleeper	AC Chair Car
2.	Rs.5000 and above but below Rs.9000	1st Class / AC 3 tier Sleeper / AC Chair Car*	AC Chair Car	AC Chair Car
3.	Below Rs. 5000	Second Sleeper	-	-

- d. With a view to encourage the small family norms, the facility of LTC shall be restricted to two surviving children only. The restriction of two surviving children shall not apply in respect of the existing children of an officer and the child born within one year from the date of issue of orders and also in case of multiple births after one child.
- e. With regard to number of occasions on which the LTC can be availed in a block of 4 years, the status quo shall be maintained.
- f. There shall be no encashment of LTC

- g. All the other existing rules, regulations and conditions for availing LTC will continue to apply.

Note : Claim for travel by Rajdhani / Shatabdi Trains will be allowed only where journey is

actually undertaken by these trains. Both ends of journey should be directly connected by Rajdhani / Shatabdi Trains.

* Where none of the classes of accommodation is provided in any trains connecting the concerned stations by the direct shortest route, the employees may travel by A/c. two tier.

(ii) The class of railway accommodation to which an employee and his family shall be entitled is the class to which he is entitled at the time the journeys are under taken. It is permissible for an employee or his family or both to travel in a class higher or lower than that to which he or his family is entitled. The Board's liability shall be the fare by the entitled class or the actual expenditure whichever is less.

Only Chairman can travel by Air by National Carriers in economy (Y) class. If any other employee / officer travels by air in National Carriers, between places connected by rail, his claim for LTC will be restricted to the fare of the entitled class by rail other than Rajdhani / Shatabdi express.

(iii) (a) An employee or his family members may avail themselves any concessional return journey tickets offered by the Railway authorities (e.g. seasonal concession, students concession, etc.). In conjunction with the LTC it will be permissible while utilising such a concessional ticket to travel in any class higher or lower, than the entitled class.

(b) Where an employee and/or his family avails of the concessional circular tour ticket offered by the Railway authorities in conjunction with LTC, the fare at the normal rate for the entitled/actual expenditure between Bombay and home town by the shortest route shall be reimbured to the employee. In the case of journeys on the basis of concessional circular for ticket for visit to any place in India, once in a block of four years, the reimbursement shall be the fare at the normal rate for the entitled class or actual expenditure between Bombay and the place visited by the shortest route.

(iv) An employee who is normally entitled to travel by 1st Class may travel by 2nd Class in the deluxe air conditioned trains while availing himself of the concession.

(v) When an employee or any member of his family perform the journey by a long route (which is not the cheapest) in two different classes of Railway accommodation, e.g., partly by 1st Class to which he is entitled and partly by 2nd class, the reimbursement shall be the entitled class fare for the entire distance/actual expenditure whichever is less.

(vi) Where an employee or his family or both travel by air or by road or by steamer between two places connected by rail, the expenditure on the Board's assistance shall be limited to what would have been admissible had the employee or his family travelled by rail in the authorised class or the actual expenses, whichever is less.

(B) Journeys between places not connected by rail :

(i) By road :

Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed fare rates exists, the assistance will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

The appropriate class means :

(a) Class I and II Officers : Any type of bus

(b) Class III and IV who are entitled to travel by 1st class and above by rail : Any type of bus

(c) Other Class III and IV employees - By ordinary or express bus

(ii) By air :

Board's employees may travel by air between places not connected by rail where an alternative means of travel is either not available or is more expensive.

(C) Journeys to Port Blair :

The journey upto the port of embarkation will be regulated as usual.

From the port of embarkation to Port Blair, the entitlement is as below :

Sr.No.	Basic Pay	Class entitled		
		M.V.Akbar	M.V.Majid	Others
(a)	All Class I & II Officers	Deluxe Class with attached toilet Cabin	I Class	Deluxe Cabin
(b)	Class III employees drawing Rs.7860 and above	Deluxe Class with attached toilet Cabin	I Class	I Class Cabin
(c)	Class III employees drawing Rs.5780 and above but less than Rs.7860	I Class with common toilet	I Class	I Class Cabin

(d)	Class III employees drawing Rs.5140 and above but less than Rs.5780	A.C. Dormitory Class	II Class	II Class 'A' Cabin
(e)	Class III employees drawing less than Rs.5140	A.C. Dormitory Class	Sofa	II Class Cabin
(f)	All Class IV employees	Bunk Class	Floor sitting	Bunk Class

(D) Entitlement for journey by sea or steamer :

Sr.No.	Basic Pay	Class entitled
(a)	All Class I & II Officers	Highest Class
(b)	Class III employees drawing Rs.7860 and above	Highest Class
(c)	Class III employees drawing Rs.5780 and above but less than Rs.7860	If there be two classes, the lower class. If there be more than two classes, the middle or the second class.
(d)	Class III employees drawing Rs.5140 and above but less than Rs.5780	If there be two classes, only the lower class. If there be three classes, the middle or the second class.
(e)	Class III employees drawing less than Rs.5140	If there be four classes, the third class.
(f)	All Class IV employees	The lowest class.

(E) Journeys by vehicles of the following categories are not recognised for purpose of LTC.

(a) Private chartered vehicles including vehicles taken on hire by private parties from Tourism Development Corporation in public sector or State Transport Corporation or transport undertakings of local bodies and run on charter by such private parties.

(b) Vehicles whether owned, borrowed or hired by BPT employees - However, travel by private buses operating as regular transport service from point to point at regular intervals on fixed fare rates, with the approval of Regional Transport Authority/State Government does not amount to travel by private chartered bus. Journeys by the chartered bus shall be admissible for LTC only in those cases where tour is wholly operated and conducted by ITDC/State Tourism Development Corporation certify that the tour was actually conducted/operated by them and not by a private person/party.

(c) Journey by a chartered rail coach is, also, not admissible unless the chartered tour is wholly operated and conducted by a Central or State Undertaking.

(F) The temporary dislocation of surface transport cannot be taken as non-availability of alternative means. The reimbursement in such cases will be restricted to entitled class of road/rail journey.

(G) When husband and wife are both Board's employees, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both.

(H) (a) Special supplementary charges levied by the Railway from those travelling by Super Fast Express Trains in reserved accommodation, is also reimbursable under the LTC in the same way as the amount of rail fares.

(b) The extra cost incurred for the reservation charges will be borne by the Board.

(c) Reimbursement of telegram charges paid to Railway authorities for reservation of berth on train in case of journey on LTC is not admissible.

(d) No incidental expenses shall be admissible for journeys performed under the concession.

(I) Concession based on shortest route :

(a) The Board's liability for the cost of railway fare between Bombay and the place visited by the employee or his home town, as the case may be, shall be limited to the shore of the fare by the shortest route calculated on the "through" ticket basis. The employee or his family members may travel by any route or halt anywhere on the way to or from the the place visited by the employee, or home town, as the case may be, but the Board's assistance shall be limited to their share of the fare as above. Where the shortest route is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Head of Department.

(b) In cases, where more than one mode of conveyance are available, e.g. where two places are connected by a direct bus as well as by a bus which plies by a longer route and where other public conveyances are also available and a doubt or difficulty is experienced in determining the shortest practicable route the distance as ascertained from the local authorities concerned may be accepted for the purpose of local journeys.

Explanation :

The terms 'Shortest route' shall carry the same interpretation as recognised for travel on duty.

(J) Journeys of weighted mileage for visiting home town – If, for the entire leave travel journey or a part thereof, an employee has to pay railway fare on the basis of an assumed or weighted mileage (example, on Kalka-Simla Section) or at inflated rates (example on Siliguri Darjeeling Section) and if the fare for the total distance travelled by rail (including the fare on the basis of assumed or weighted mileage or at the

inflated rate, as the case may be) be more than the fare for the initial distance at ordinary rates, the employee concerned shall be entitled to the travel concession irrespective of the actual distance between Bombay and the place visited, by the employee or his home town as the case may be. In such a case, the amount reimbursable by the Board to the employee shall be the difference between the cost of the actual railway fare (inclusive of the passenger tax) from Bombay to place of visit or home town and the cost of railway fare (inclusive of passenger tax) at ordinary rates from Bombay for both the outward and return journeys.

Note

Pay limits prescribed in this regulation shall be revised to corresponding pay limit with respect to the revised scales whenever pay scales are revised.

10. Concession restricted within India :

(a) Any place in India will cover any place within the territory of India whether it is on the mainland, India or overseas connected by rail or partly connected by rail and partly connected by road or steamer services and not connected by rail. Any place in India includes the home town of the Board's employee also.

(b) When the concession to visit any place in India is proposed to be availed of by the employee of the Board and/or member(s) of his family, the intended place of visit should be declared by the Board's employee in advance to his Head of Department.

(c) The Board's employee and/or member(s) of his family, as the case may be, must visit the declared place to become eligible for making the LTC claim. The journey may be performed by any route to the declared place of visit but the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

(d) The declared place of visit can be changed before the commencement of the journey, with the approval of the HOD and in case of HOD, Chairman/Dy. Chairman as the case may be. It cannot be changed after the commencement of the journey.

11. Nature of Leave :

(i) The concession shall be admissible for journeys performed by the employee during regular/casual/special casual leave, maternity leave, irrespective of its duration. The concession shall not be admissible to an employee who proceeds on regular leave, or casual leave, special/maternity leave, as the case may be, and then resigns his post without returning to duty. The above cited conditions shall not apply to journeys performed by the members of family of the employee.

(ii) The LTC cannot be availed during Sunday, Optional Holidays or any other period of Holidays alone, which includes second and fourth Saturdays in case of indoor staff.

(iii) The concession shall be admissible to an employee and his family in respect of only the outward journey from Bombay during leave preparatory to retirement, refused

leave or terminal leave, provided that the concession had not been availed of earlier during that particular block of financial years. In such cases, the journey by both the employee and his family members shall commence within the period of leave.

(iv) An employee or his members or both shall be entitled to the concession irrespective of the actual period of his stay in his home town.

12. (1) Mode of preferring claims – Cash reimbursement in respect of journeys to home town and in respect of journeys to any place in India once in a block of four years shall be made on presentation of claims in Travelling Allowance Bill forms with the usual certificate to the effect that they had actually performed such journeys and travelled by the class of accommodation not lower than the one for which reimbursement is claimed.

(2) Prescribed Certificates – Two certificates, one from the concerned Head of Department and the other from the employee, as nearly as possible, as at Appendices I and II, shall be submitted to the Accounts Officer along with Travelling Allowance bill for travel concession.

(3) Obligatory evidence – The employee shall inform the Head of his Department or an officer designated by the Head of the Department in this behalf, before journeys for which assistance under these regulations is claimed are undertaken. He shall also produce such evidence of his having actually performed his journey, e.g. Serial Nos. of railway tickets, cash receipts as the Accounts Officer may prescribe from time to time. Relaxation of a minor nature, viz., in respect of production of Serial Nos. of railway tickets or cash receipts for railway tickets prior intimation to the Head of Department before the journeys are undertaken by the employee or their families or both under these regulations, may be made by the Head of Department and in case of Head of Department by Dy. Chairman or Chairman if he is otherwise satisfied in regard to genuineness of the claim and the bonafides of the journey having been performed.

13. Record of assistance – A record of all assistance, granted under these regulations shall be suitably maintained. The record should be in the form of entries, in the service sheet or other appropriate record and should indicate the date or dates on which the journey or journeys commenced. The authority responsible for the maintenance of the service sheet shall ensure that whenever an employee proceeds on leave and avails of the concession, the fact that he has done so is indicated in the record.

14. Advance – To enable an employee to avail of the travel concession an advance may be granted on the following terms and conditions, namely :

(a) the amount of advance in each case shall be limited to 90 per cent of the estimated amount which the Board would have to reimburse in respect of the cost of journeys, both ways :

(b) where the employee and the members of the family avail themselves of the travel concession separately, i.e. at different times, the advance may be drawn separately to the extent admissible and adjustment of claims may be made separately. Where,

however, a consolidated advance is drawn by the employee in respect of the members of his family, the adjustment claims shall be drawn in a single bill;

(c) the advance may be drawn for both the outward and return journeys of the employee or the members of his family or both at the time of commencement of the outward journey, provided that the period of leave taken by the employee or the period of anticipated absence of the members of their family does not exceed 90 days. Where, the period of leave or the period of anticipated absence exceeds the said limit, the advance may be drawn for the outward journey only. Where an advance has been drawn for both the outward and return journeys and later it becomes clear that the period of absence of either the employee or the employee's family from Bombay is likely to exceed the said limit, one half of the advance (in lump-sum) should be refunded to the Board forthwith;

(d) the advance in respect of the temporary employees and their families will be sanctioned subject to the producing by them of surety of a permanent employee. The above will not be applicable to employees, who have put in more than 5 years continuous service ;

(e) the advance will have to be refunded in full forthwith if the outward journey is not commenced within 60 days of the grant of advance. In all cases, the employee should produce railway or bus tickets, etc. within ten days of drawal of advance;

(f) the travelling allowance claim in adjustment of the advance drawn should be prepared within one month of the completion of return journey; and within 3 months if no advance has been drawn;

(g) the account of advance drawn for leave travel journeys will be rendered after completion of the journeys in the same way as for an advance of Travelling Allowance on tour;

(h) the adjustment of the advances will be watched through appropriate register maintained by the Accounts Officer;

(i) where an advance has been drawn by the Board's employee the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of return journey. On the Board's employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump-sum. No request for recovery of advance in instalments shall be entertained ;

(j) if the condition laid down for grant of advances are not complied with or if the rules for granting advances for LTC have been violated, the Head of Department should charge penal interest i.e., 2 ½ per cent above the rate of interest for purchase of conveyance (other than motor cars) ;

(k) in case of an employee 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 lending department and endorse a copy to the lending department to enable them to watch the adjustment of the advance.

15. **Head of account** – The expenditure on the concession shall be debited to the respective cost centres under the type 530, "Leave Travel Concession".

16. **Interpretation** – In all cases of doubt regarding the applicability of these regulations to any employee or the interpretation, the decision of the Chairman shall be final.

Provided that an employee aggrieved by any decision of the Chairman may within 60 days of the receipt of order prefer an appeal to the Board and the Board may take such decision as deem fit.

17. 1) When a journey is performed by a longer route by rail, partly by lower class and partly

by the entitled class, the claim is to be regulated on proportionate basis by calculating

mileage allowance for different modes / classes by the shortest route in the ratio of

distance covered by such modes by longer routes actually used.

2) The privileges with regard to Class of travel currently enjoyed by an employee will not be **ADVERSELY** affected i.e. to say, an employee who is already enjoying a higher class of accommodation vide the previous regulation will continue to enjoy the same.

18. **Repeal and saving** – All regulations corresponding to these regulations and in force immediately before the commencement of these regulations are hereby repealed.

Provided that any order made or action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.