

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata -700 001

No.E.740/0/Misc(Policy)/Pt.I

Kolkata, Dated:29/06/2021

AGM/CAO(Con)/PFA/SDGM/PCOM/PCME/PCEE/PCSC
PCMM/PCSTE/PCE/PCMD/PCCM/PCSO

Divisional Railway Managers - HWH/SDAH/ASN/MLDT

Chief Works Managers - LLH/KPA/JMP

Secy. to PCPO for kind information of PCPO, CPO(Admn.)/CPO (G)/CPO(IR)
Chairperson (RRC), 56, C. R. Avenue, Kol-12
DGM (Raj Bhasha)/All SPOs/APOs, E. Rly., Kolkata

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) - Clarification on various points of doubts and Procedure Order for processing the claims thereof.


As you are aware, the Scheme of optional 'All India Leave Travel Concession' (AILTC) facility has been implemented for Railway servants once in a block of four years, i.e. 2018-2021 onwards, on surrender of Privilege Passes (PP) vide Railway Board's letter No. E(W)2017/PS5-1/3, dated 10/09/2018 (RBE No. 130/2018) in accordance with the Central Civil Services (Leave Travel Concession) i.e. CCS(LTC) Rules, 1988.

With the implementation of the said scheme, various points of doubts have been raised relating to entitlements and the procedure to be followed for claiming such entitlements under AILTC facility.

In order to obviate doubts on this score, a details FAQ along with "Proforma for self-certification by the Railway servant" and "Procedure For Processing AILTC Claims Submitted By Railway Servants As Per RBE No. 130/2018", which are in sync with CCS(LTC) Rules and guidelines/instructions issued by DoP&T from time to time, are enclosed as **Annexure-A**, **Annexure-B** and **Annexure-C** respectively.

This issues with the approval of competent authority and in consultation with Accounts.

DA: As above.


(Pallavi Goswami)
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Annexure-A

Sl. No.	Points of Doubts	Clarifications
1	Who are eligible for AILTC facility under existing instructions?	As per para (3) of RBE No. 130/2018, this facility shall be applicable to (i) Railway servants entitled to PPs, (ii) Other govt. 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.
2	Whether Railway employees on deputation to any other Organisation including Railway PSUs are eligible for option LTC facility?	The Railway employees on deputation to any other Organisation, including Railway PSUs, would be eligible for optional LTC in lieu of PP entitlement.
3	What is the definition of family and dependent for AILTC?	The definitions of family/dependent in relation to a railway servant for LTC are different from that of RS(Pass) Rules, 1986. The definition of 'Family' for this purpose would be as defined in Rule 4(d) of CCS(LTC) Rules, 1988, which includes wife/husband, legitimate children and step children, parents and step parents, sisters and minor brothers who are wholly dependent on the railway servant. The definition of dependency will be linked to the minimum family pension prescribed in Central Govt. and DR thereon.
4	What is the procedure for availing of AILTC facility by a Railway servant?	Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided vide DoP&T's OM dated 18/02/2016 that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification is annexed as " Annexure-B ". Further, whenever a Railway servant applies for AILTC, he/she should be provided with a copy of the extant guidelines issued from time to time, which needs to be followed while availing LTC.
5	What should be the procedure for availing AILTC under these instructions?	As per stipulations of Para (5) of RBE No.130/2018, 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. Further, Para (8) thereto provides that OMs/Notifications related to LTC facility under CCS(LTC) Rules, issued by DoP&T from time to time would be the guiding line for settling claims of LTC of Railway employees also.
6	Whether prior declaration/intimation of place of visit under AILTC is required.	As per Rule 6 of CCS (LTC) Rules, 1988, such declaration by the Railway servant in advance to his/her Controlling officer is mandatory. The declared place of visit may be changed before the commencement of the journey with the approval of his/her controlling officer.
7	What is the meaning of Controlling Officer for the purpose of AILTC?	As per Rule 4(b) of CCS(LTC) Rules, 1988, the meaning of the Controlling Officer for this purpose would be as declared under Supplementary Rule-191, which corresponds to Rule 1697 of IREC, Vol.II on Travelling Allowance Rules, as amended vide RBE No. 194/2018 circulated under this office serial No. 239/2018.

Sl. No.	Points of Doubts	Clarifications
8	What are the travel entitlements of Railway servants for the purpose of AILTC?	The travel entitlements of Railway servants for the purpose of AILTC shall be regulated as per Instructions contained in DoP&T's OM dated 19/09/2017 annexed to RBE No. 130/2018. As per these instructions, the travel entitlements of Railway servants for the purpose of AILTC shall be the same as TA entitlements as notified by M/o Finance OM dated 13/07/2017 circulated under this office serial no. 112/2017, excluding the Daily Allowance as admissible on tour and any incidental expenses and expenditure incurred on local journeys.
9	What is the pre-requisite for availing optional AILTC facility for Railway servants?	A Railway servant willing to avail the optional AILTC for a particular calendar year in a block period of four years (i.e. from 2018-2021 onwards) will have to surrender all his/her entitled Privilege Passes (PPs) in that calendar year. In terms of Para (4) of RBE No. 130/2018, those officials, who opt for AILTC facility, would be issued a 'Privilege Surrender Certificate' (PPSC) by the Pass Issuing Authority (PIA) as per given format pertaining to a particular calendar year in which he/she opts for AILTC facility on the basis of application submitted by the Railway servant as per given format.
10	Whether Railway employees intend to avail the LTC facility in lieu of PP entitlement in a particular calendar year would continue to be eligible for PTOs and other kinds of passes admissible under Pass Rules, in the same calendar year?	Yes. Railway employees would continue to be eligible for PTOs and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc. as admissible under Pass Rules.
11	What would be the procedure for counting of leave travel concession against particular blocks?	As per Rule 9 of CCS(LTC) Rules, 1988, a Government/Railway servant and members of his family availing of leave travel concession may travel in different groups at different times during a block of four years. The concession so availed of will be counted against the block of four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of four years. This will apply to availing of leave travel concession carried forward in terms of Rule 10 thereof.
12	What would happen if a Govt./Railway servant who is unable to avail of the leave travel concession within a particular block of four years?	A Government servant who is unable to avail of the leave travel concession within a particular block of four years may avail of the same within the first year of the next block of four years as per Rule 10 of CCS(LTC) Rules, 1988.
13	What kind of leave is required to be taken for availing AILTC facility?	As per Rule 7(2) of CCS (LTC) Rules, 1988, the leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave. In the case of a Government/Railway servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

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14	What is the time-line for drawal of advance for the purpose of LTC Journey?	As per DoP&T's OM dated 13/05/2016, 125 days before the proposed date of the outward journey by train. Cases where LTC journey is propose to be undertaken by air/sea/road, the time-line shall be 65 days. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Govt/Railway servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilised the amount to purchase the tickets.
15	What is the limit for taking advance for the purpose of LTC journey?	As per Rule 15 of CCS(LTC) Rules, 1988, advance may be granted to Government/Railway servants to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to <u>four-fifths of the estimated amount</u> , which Government would have to reimburse in respect of the cost of the journey both ways.
16	In case of both husband and wife are Railway servants and are entitled to Privilege Pass (PP), is it mandatory to surrender their respective entitled PPs for AILTC facility.	Yes. This is as per stipulation of para 4(v) of RBE No. 130/2018.
17	What are prescribed procedures for booking of air ticket under AILTC for Railway servants in the bracket of pay level 14 and above?	Railway servants 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. Further, as per DoP&T's OMs dated 19/06/2014, dated 24/09/2014 and dated 18/01/2018, Railway servants in the bracket of pay level 14 and above, are required to book the air tickets directly from the airlines (Booking counters, websites of airlines) or by utilizing the service of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoPT O.M. 02/12/2009) while undertaking LTC journey(s).
18	What is the time limit for submission of claim for AILTC facility?	In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of claim is (a) Within three months of completion of return journey, if no advance is drawn; and (b) Within one month of completion of return journey, if advance is drawn.
19	Whether a duplicate PPSC can be issued.	As per para 4(x) of RBE No. 130/2018, a duplicate PPSC can only be issued under special circumstances by the PIA.

Sl. No.	Points of Doubts	Clarifications
20	Whether encashment of upto 10 days Leave on average Pay is admissible along with AILTC facility.	In terms of RBE No. 157/2018 circulated under this office serial No. 192/2018, Railway servants may be allowed to encash LAP upto 10 days at the time of available the facility of AILTC under extant terms & conditions.
21	What would be the guiding line to settle the claim of AILTC facility for 'Fresh Recruits'?	AILTC entitlements of a Fresh Recruit should be regulated as per DoP&T's OM no. 31011/7/2013-Estt.(A)-IV, dated 26/09/2014 annexed to RBE No. 130/2018 and the conditions and definitions as laid down in the CCS(LTC) Rules.
22	Whether LTC is admissible during the period of suspension.	As per Rule 7(15) of CCS (LTC) Rules, 1988, a Govt./Railway servant under suspension cannot avail of LTC as he/she cannot get any leave including casual leave during the period of suspension. As he/she continues to be in service during the period of suspension, members of his family are entitled to LTC.
23	What would happen to those employees who are undergoing minor penalty of stoppage of PP at the time of application for AILTC?	As per para (3) of RBE No. 130/2018, this facility 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.
24	Whether Railway servants are entitled to Home Town LTC/Home Town converted LTC under these instructions	No. As per para (5) of RBE No. 130/2018, such facility shall not be admissible to Railway servants.
25	Whether the tours conducted by the ITDC/STDCs are covered for availing the facility of AILTC?	As per DoP&T's OM dated 30/07/2002, tours conducted by ITDC/STDCs either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing AILTC facilities provided the ITDC/STDCs certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the Leave Travel Concession. The reimbursement in such cases shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.
26	Whether the tours conducted by IRCTC are covered for availing the AILTC facility?	Yes. Such claims shall be regulated as per DoP&T's OM dated 26/03/2008.
27	What is the relaxation to travel by air to visit North East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N)?	As per extant instructions of DoP&T issued from time to time, the scheme in relaxation to CCS(LTC) Rules, 1988, allowing Govt./Railway servants, including Govt./Railway servants not entitled to travel by air, to travel by air to visit North East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N). This scheme, as extended from time to time, has last extended upto 25 th September, 2022. The benefit of claims of Govt./Railway servants both entitled to travel by air and not entitled to travel by air be regulated in terms of DoP&T's OMs dated 20/09/2018, 20/06/2019 and 08/10/2020.

Sl. No.	Points of Doubts	Clarifications
28	Whether AILTC facility can be availed of during Study Leave.	As per Rule 7(17) of CCS(LTC) Rules, 1988, the leave travel concession is admissible to the Central Govt. employees while on study leave. In such cases, the claims are to be regulated strictly as per procedure laid down therein.
29	Whether the facility of AILTC would be admissible on resignation.	LTC not admissible on resignation. The concession will not, however, be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.
30	Whether travel by private vehicles is permissible under AILTC facility?	As per LTC rules, a Government servant may travel only by vehicles operated by Central/State Government or local bodies or by any corporation in the public sector owned/controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc, are permissible only between places not connected by rail. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorised to ply as public carriers.
31	What would be the procedure for reimbursement in cases where a Government/Railway servant travels on AILTC upto the nearest airport/railway station/bus terminal by authorized mode of transport and undertakes rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc.)?	As per DoP&T's OM dated 09/02/2017, in case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed 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. Further, as per clarification issued vide DoP&T's OM dated 04/02/2021, the 100 Kms limit as prescribed is to be seen from one side and hence, for the to and fro journey, the fare reimbursement shall be provided for a total of 200 Kms (100 Kms each side). In cases where members of the family avail LTC separately, they shall also be eligible for reimbursement of taxi fare/private transport separately.

Proforma for self-certification by the Railway servant

1. Sh./Smt./Kr. _____ (Name of the Railway servant) wish to confirm that I am availing any Place in India LTC in respect of self/ family member(s) for the block year _____ to visit _____ (Place of visit) during _____ (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relation with Railway servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

4. Necessary Privilege Pass Surrender Certificate' (PPSC) by the Pass Issuing Authority (PIA) in the prescribed format is enclosed.

5. I am aware of the extant guidelines issued from time to time relating to AILTC facility, which shall be followed by me while availing LTC.

Signature of Railway servant with Designation

**PROCEDURE FOR PROCESSING AILTC CLAIMS SUBMITTED BY RAILWAY
SERVANTS AS PER RBE No. 130/2018**

- 1) A Railway servant willing to avail the optional AILTC in terms of RBE No. 130/2018 for a particular calendar year in a block period of four years (i.e. from 2018-2021 onwards) is required to give at first the prior declaration/intimation in advance to his/her Controlling Officer regarding the proposed place of visit before the journey(s) on LTC is to be undertaken. The declared place of visit may be changed before the commencement of the journey with the approval of his/her controlling officer.
- 2) The meaning of the Controlling Officer for this purpose would be as declared under Supplementary Rule-191, which corresponds to Rule 1697 of IREC, Vol.II on Travelling Allowance Rules, as amended vide RBE No. 194/2018 circulated under this office serial No. 239/2018.
- 3) In cases where the Railway servant himself/herself is the Controlling Officer as per Rule 1697 *ibid*, intimation/declaration in advance regarding the proposed place of visit before the journey(s) to be undertaken on LTC is to be given to his/her Leave Sanctioning Authority (LSA) as per Part-F/MSOP-18.
- 4) After such declaration/intimation, the Railway servant will have to surrender all his/her entitled Privilege Passes (PPs) in that calendar year and is required to obtain 'Privilege Pass Surrender Certificate' (PPSC) by the concerned Pass Issuing Authority (PIA) in the prescribed format.
- 5) In case of both husband and wife are Railway servants and are entitled to Privilege Pass (PP), it is mandatory to surrender their respective entitled PPs for PPSC.
- 6) After obtaining PPSC from the concerned PIA, the Railway servant shall apply for leave along with a self-certification as per 'Annexure-A', to the concerned Leave Sanctioning Authority (LSA) as specified in Part-F/MSOP-18 regarding the proposed LTC journey.
- 7) Thereafter, he/she shall apply for encashment of LAP upto 10 days, if any, in terms of RBE No. 157/2018 circulated under this office serial No. 192/2018.
- 8) The willing Railway servant is also entitled to advance limited to four-fifths of the estimated amount, which Government would have to reimburse in respect of the cost of the journey both ways. In that case, he/she may draw the advance in respect of the proposed LTC journey. The Railway servants who are their own Controlling Officers for travelling allowance purposes may sanction the advance to themselves. In the case of others, the sanction of the Controlling Officer concerned would be required.
- 9) In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the concerned Railway servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he/she has actually utilized the amount to purchase the tickets.

- 10) On completion of the journey, the concerned Railway servant is required to submit his/her LTC bills for settlement to the respective Cadre Dealing Officer (CDO) (a) within three months of completion of return journey, if no advance is drawn; and (b) within one month of completion of return journey, if advance is drawn.
- 11) On receipt of LTC bills, CDO will verify the LTC claim submitted by the Railway servant in terms of extant guidelines and after such verification, CDO shall remit the LTC bills to respective Bill Preparing Officer/Bill Section indicating Bill Unit Number.
- 12) The entire process of verification by CDO on the claim submitted by the Railway servant shall be completed with 10 working days from the date of receipt of LTC bills.
- 13) Respective Bill Preparing Officials on receipt of the LTC bills from CDO shall feed AILTC related data in the relevant sub-module available in the Pay Roll Module in IPAS and forward the same to Accounts Department for vetting along with physical copies of LTC bills as well as the abstract/summary sheet against each Bill Unit of LTC bills.
- 14) Vetted amount will be charged in the salary bill of the following month or the same month, as the case may be, by the respective Bill Preparing Officials in a consolidated manner.
- 15) All LTC bills preferred for settlement after the time-limit specified in Sl. No.(10) above, shall be treated as 'Late Submission of Claim' and be processed for obtaining approval of the Railway Board as per extant guidelines laid down in DoP&T's OM dated 01/04/2015.
- 16) OMs/Notifications related to CCS(LTC) Rules issued and uploaded from time to time by DoP&T in their official website subsequent to this JPO shall come into force with immediate effect for regulation of AILTC facility to Railway servants extended vide RBE No. 130/2018.
- 17) This Procedure Order shall come into force with immediate effect.
