

## LEAVE TRAVEL CONCESSION RULES

### 1. Short Title

- (i) The rules may be called the NAFED LEAVE TRAVEL CONCESSION RULES.
- (ii) These rules shall be deemed to have come into force w.e.f. 14.03.1975.

the year 1974. The concession on the first occasion will be admissible during the block of 4 consecutive years 1974-77 and thereafter 1978-81, 1982-85 and so on.

Under these rules an employee can undertake only two journeys within a block of four calendar years. He can undertake journey twice, to his home town or once to his home town and once to any place other than his home town. In case journey is undertaken to any place in India in a block of 4 calendar years, it will be in lieu of and adjusted against the LTC to the home town to which, he is entitled for a particular block of two years.

### 2. Extent of Application

- (i) The concession is admissible to employees of all grades whether on deputation, permanent, temporary or probation after completion of one years continuous service in the Federation.
- (ii) The concession shall not be admissible to employees who are not in the whole time employment of the Federation and/or are paid from contingencies.

To quote an example, Shri A is entitled to visit his home town once in block of two years say during the block years 1974-75. He will be entitled to another journey to his home town during the block year of 1976-77. Shri A can avail of LTC for visiting any place in India in the block of 4 calendar years i.e. during 1974-77 only by surrendering the concession of leave travel to his home town.

### 3. Frequency of Entitlement

- (i) The Executive Committee in its meeting held on 30.05.2002 has restored the facility of Home Town LTC to NAFED employees from the current calendar year. This facility can be availed of by the employees once in three years. All employees of the Federation are permitted to travel by rail in Second Sleeper class only.

(Ref. O.O. No. 07, dated 25.06.2002)

- (ii) Journey to any place other than Home Town, i.e. any place in India (and Nepal)<sup>1</sup>. The concession will be admissible to all employees once in a block of four calendar years. The term 'once in a block of four calendar years' will mean once in a block of 4 calendar years starting with

- (iii) 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 years, avail of the concession for himself alone once every year, during each block year visiting his home town.

- (iv) (a) The employee and his family, who are unable to avail themselves of the concession for home town in a block of 2 years, may be permitted to avail it before the end of the first year of the next block. Otherwise, the concession for that block shall be treated to have lapsed.

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- 1. Added w.e.f. 23.2.1982 vide O.O. No. 43 dated 20.03.1982.

(b) The employee and his family who are unable to avail themselves of the concession for visiting any place in India in a block of 4 years may be permitted to avail it before the end of the first year of the next block of 4 years, provided they are entitled to avail the carried forward LTC for visiting home town during the block of next two years. In other words, LTC for un-availed block of 2 years should be due to their credit, if they wish to avail carried forward LTC for visiting any place in India. It is also clarified that in the case of such employees, as have carried forward the LTC to the home town pertaining to the block 1972-73 to 1974 only, one out of the three journeys (including the above carried forward) that they are entitled to in the block of years 1974-77 can be utilised for performing a journey to a place other than the home town.

- (v) The concession shall be counted against the year in which journey commenced, subject to the provisions of para 3 (iv).

**\*Note :** 1. An employee of the Federation who has a family, as defined for the purpose of LTC Rules, living away from his place of work, is entitled to avail concession for himself alone once every year for visiting his home town instead of having the concession for his family as well as for himself once in a block of 2 years. It is clarified that such employees of the Federation who choose to avail of LTCs for self alone in terms of the above provision to visit their home town every year, as well as, their family members, lose the right of 4 years LTC concession.

2. All concerned employees are, therefore, requested to fill up the Declaration Form as given at Appendix-IV in case they wish to avail LTC for visiting home town every year for self only. It may please be noted that this declaration will remain valid atleast for a block of 4 years i.e. 1982-85, 1986-89 etc. Those who have already availed LTC for self during the block of 1982-85 will not be eligible for LTC under anywhere in India scheme for self and family during the block of 1982-85.

\* Ref. O.O. No. 18, dated 20.11.1984.

\*\* Modified w.e.f. 27.03.1991 vide O.O. No. 11 dated 23.04.1991.

#### 4. Entitlement

(i) The employees and their family members will be entitled to travel by the class of accommodation, to which they are entitled to travel under TA Rules of the Federation.

(ii) In case, an employee (or his family members) travel by a class lower than he is entitled to, he may be reimbursed full railway/bus fare or 90% of the fare of the class entitled, whichever is less.

\*\* (iii) In case of LTC for Home Town, as well as LTC for "Anywhere in India", the reimbursement will hereafter be made for full distance both ways.

**(Note :** An employee while availing LTC can travel to his home-town only by the shortest route.)

(Ref. HO/AD/5/151/83-84 dated 23.05.1984)

#### 5. Family/Dependent

The terms 'Family/Dependent' means as defined in Staff Regulation No. 4 (xxxii) of the Federation. Where husband and wife both are Federation's employees, the concession is available to one and not to both.

#### 6. The employees and Family Independent Units.

The employee and his family may travel either independently or together as may be convenient to them and claim reimbursement, but the return journey by the family must be completed within six months from the date of commencement of the onward journey.

#### 7. Home Town

Home Town means the permanent home town or village as entered in the Service Book or other appropriate official records of the employees concerned, or such other place as has been declared by him duly supported by reasons such as ownership of near relatives or parents, brothers, etc. The criteria mentioned below may be applied to determine, whether the employees' declaration of home town may be accepted.

- (i) Whether the place declared by the employee is the one, which required his physical presence 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 at that place or whether he is a member of a joint family having such property there.
- (iii) Whether his near relations are resident at that place.
- (iv) Whether prior to his entry into the service of the Federation, the employee had been living there for some years.
- (v) The new employees are required to declare their home town within six months from the date of entry into service of the Federation.
- (vi) A declaration of Home Town once made shall ordinarily be treated as final, but in exceptional circumstances, the Managing Director may authorise a change in such declaration provided that such a change shall not be made more than once during the service of the employee.
- (vii) Where the husband and wife both are in the Federation's service, the couple should be treated as a single family unit and should declare one place to be their home town which should be the same place for both of them.

**\*Note** : Under the existing Leave Travel Concession Rules of the Federation it is necessary for the employees to declare their Home Town, nearest railway station and details of family members, It has, therefore, been decided that all employees should send the requisite declaration in the prescribed proforma at Annexure-I at an early date.

2. Besides above, in future all employees should submit requests for grant of LTC in the prescribed proforma at Annexure-II.

\*Ref. HO/AD/5/117/79-80 dated 13.7.1979

## **8. Journeys between Places Connected by Rail**

- (i) It is permissible to an employee or his family to travel in a class higher or lower than that to which he is entitled, in the former case, the Federation's liability is restricted to the fare by the class entitled and in the latter case, the fare by the class in which he or his family actually travelled.
- (ii) In case an employee entitled to travel by Class I travels by Class II availing of the 'Sleeper' accommodation, the extra cost of 'Sleeper' will be borne by the Federation.
- (iii) Where an employee and/or his family travel by air or by road or by steamer, between two places connected by rail, the extent of Federation's assistance is limited to what would have been admissible, had he travelled by rail in the authorised class or the actual expenses, whichever is less.

## **9. Journeys between places not connected by rail**

- (i) For the journey which is covered by a recognised public transport system, the Federation's assistance would be the full fares actually charged by such a system for appropriate class of accommodation.
- (ii) For the portion of journey which is not connected by a recognised public transport system. Federation's assistance would be full road mileage at the appropriate rate as prescribed in the TA Rules of the Federation.
- (iii) In respect of places, which are not connected by rail, the employees may travel by steamer/air where an alternative means of travel is either not available or is more expensive. In such cases, Federation bears the same proportion of cost as in the case of rail journeys.
- (iv) Where an employee performs the journey between places not connected by rail in his own car or private car or by air, full fare spent on recognised

public transport system or the road mileage, indicated at sub-para (i) above, whichever is more, is reimbursed to the employee.

\*(v) The Executive Committee in its meeting held on 26.03.1999 has approved modification in Leave Travel Concession Rules of the Federation. As a result, the reimbursement for travel by road by own car/hired taxi has been revised as under:

Existing level	Modified
Rs. 2.45 per km. or the actuals whichever is less.	Rs. 4.00 per km. or the actuals/approved rate of local transport authority whichever is less.

Where an employee and/or his family travel by rail or by air or by road or by steamer between two places connected/ not connected by rail, the extent of the Federation's assistance is limited to what would have been admissible had he/they travelled by rail in the authorised class or the road mileage at Rs. 4/- per km/STA approved rate per km whichever is less. In case the above rate of Rs. 4/- per km is less than the approved rate of State Transport Authority in future, the STA rates in force from time to time may be considered for reimbursement in case of travel by road by hired/own car for all places connected/not connected by rail for the purpose of Leave Travel Concession, subject to authorised class of rail fare/road mileage whichever is less.

This order is in supersession of office order No. 41 dated 29.08.1991 and partial modification of point 8(iii) of office order no. HO/AD/12/12/75-76 dated 18.07.1975 and comes into force with effect from 26.03.1999.

\*Ref: O.O. No. 04 dated 11.05.1999

In the event of an employee undertaking journey by taxi for availing Leave Travel Concession, in a sector not connected by rail, his/her entitlement will be actual fare of taxi or Rs. 4.00 per km. whichever is less subject to the condition that the amount reimbursable shall not exceed the fare of the class of accommodation by rail to which he/she is entitled to travel under TA rules of the Federation.

(Ref. O.O. No. 41 dated 29.08.1991)

## 10. No Incidental Admissible

No incidental expenses shall be admissible for journeys performed under Leave Travel Concession.

## 11. Concession for one way journey

Leave travel concession is admissible to the members of an employee's family, with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustration:

### (i) Entitled to reimbursement in respect of the outward journey only:

- (a) A dependent son/daughter getting employment or getting married after going to home or remaining there for prosecution of studies.
- (b) The family having performed the journey to home town have no intention of completing the return journey from home town provided the employees foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

### (ii) Entitled to reimbursement in respect of the return journey only.

- (a) A newly married wife coming from home town where he/she has been living and did not avail herself of the leave travel concession in respect of the outward journey.
- (b) 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.
- (c) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of the return journey.
- (d) A child legally adopted by an employee staying in the home town.

## 12. Nature of leave

13. The concessions are admissible for journeys performed by an employee during regular leave or casual leave, as the case may be, irrespective of their duration. The concession will not be admissible to an employee, who proceeds on regular or casual leave and resigns his post without returning to duty.

**\*Note :** Employees of the Federation cannot be granted LTC during Medical Leave.

\*Ref. HO/AD/5/151/83-84 dated 23.05.1984

## 13. Mode of referring claim and submission of TA Bills

- (i) Cash reimbursement of the fare will be made on presentation of claims in TA Bill forms with the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than the one for which reimbursement is claimed.
- (ii) The TA Bills should be submitted by the employee to the Accounts Branch. A list of Home Town of all the employees of the Federation will be provided by the Administration to Accounts Branch.

## 14. Obligatory Evidence

The employee should produce evidence of his and his family having actually performed the journey to his home town or to any place in India in the form of railway cash receipts. In the absence of such evidence, LTC claims will not be entertained.

# All the employees of the Federation should comply with the following guidelines and produce the requisite documents while preferring claim under LTC scheme.

### I) Journey by Road

- a) By Bus : Tickets/receipts for journey undertaken by recognised public transport/private transport available.
- b) By Tonga / Horse / Pony etc. : Payment

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# Ref Circular No. HO/FA/LTC/91-92, dated 7.1.1992

receipt for journey undertaken to places not connected by rail/road or in mountainous region by Tonga/ Horse/ Pony etc. as the case may be.

- c) By Hired Taxi : Where employees/his family members perform journey to the declared place of visit the following documents should be provided :
  - (i) Any other evidence in the form of cash memo for filling petrol on the way or at the place of visit, Toll Tax receipt, parking charges, hotel bill or any other evidence which may establish the fact the employee/his family members have actually visited the declared place of visit.
- d) By own car : (i) Receipt/documents as indicated at I (c) (i) above.
  - (ii) Photocopy of registration book showing the registration number either in the name of employee or his/her spouse.

## II. Journey by Rail

Particulars of journey performed by rail may be given in the proforma attached:

I ..... CERTIFY THAT I HAVE PURCHASED RAIL TICKET NO.....PNR NO..... FOR SECTOR ..... FOR Rs..... I HAVE TRAVELLED IN TRAIN NO..... COACH NO./CLASS ..... RESERVATION NO. .... ON .....

TOURING OFFICER

## 15. Record of Assistance

A record of all assistance granted under these orders shall be suitably maintained by the Accounts Branch in the Accounts Books as also by the Admn. Branch in the Service Books of the employees concerned.

## 16 Advances

- (i) To enable the employee to avail of the travel concession, they may be granted advance limited to 90% of the estimated amount of the cost of the journey.
- (ii) Advance may be granted, in case the employee and the family travel at

different times, separately for both onward and return journey.

- (iii) The advance will have to be refunded forthwith if the outward journey is not commenced within 30 days of the grant of advance.
- (iv) The Travelling Allowance claim in adjustment of the advance drawn should be prepared within one month of the completion of the return journey.
- (v) 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.

17. All employees are required to give declaration of their home towns keeping in view the provisions of para 7 above. A proforma (Appendix I) in which this declaration should be sent to the Administration Branch, is enclosed.

#### 18. Prescribed certificates

To ensure that the various conditions governing the grant of leave travel concession are satisfied before the claim for leave travel concession are passed for payment, the two certificates one from the controlling officer and the other from the employees concerned as at Appendix-II and III should be submitted to the Accounts Branch alongwith TA Bills for travel concession.

#### 19. Sanctioning authority

- (i) Leave travel concession to the staff and officers working in Head Office and Officers working in Regional/Branch/Liaison Offices will be sanctioned by the Managing Director.

The Regional Managers/Branch Managers/Liaison Officers Incharge of their respective Offices will sanction LTC and pass such LTC Bills in respect of the staff upto the scale of Rs. 1900-4180 working under them by way of an authorization to execute orders on behalf of the Managing Director and not

- (ii) After such LTCs are sanctioned and their LTC Bills passed by RMs, Incharge of Liaison Offices or Branch Offices,

such LTC bills will be sent to M(F&A) for post audit.

20. In case any point is not covered under these rules or clarification is required in respect of any of these rules, the Government of India Rules and orders on the subject will be taken as a guide, alongwith any amendment/modification made from time to time.

21. These rules supersede earlier orders on the subject.

(Ref. HO/AD/12/12/75-76 dated 18.7.1975)

*Appendix-I*

#### HOME TOWN DECLARATION

I declare that my home town/village is .....  
in .....(Dist.).....  
(State) .....

I further declare that :

- (a) The above mentioned place requires my physical presence for discharging various domestic and social obligations.
- (b) I own residential property at that place/am a member of joint family owning property there.
- (c) I had been living there for some years before joining the services of the Federation.

(Note : Strike out which is not applicable).

Signature  
Name & Designation  
Of employees

Dated :

*Appendix-II*

**CERTIFICATE TO BE GIVEN BY THE OFFICE**

Certified :

- (i) that Shri/Smt./Km. (name of the employee) ..... has rendered continuous service for one year or more on the date of commencing of the outward journey
- (ii) that necessary entries as required under para 18 of the Scheme have been made in the Service Book of Shri/Smt./Km.....

Signature  
AM(P)/BM

- 3. The journey has been performed by me/my wife with .....children/..... children to the declared home town viz.....or to the place other than my home town .....
- 4. That my husband/wife is not employed in the Federation and the concession has been availed of by him/her separately by himself/herself or for any of the family members for the concerned block of two years/four years.

Signature of the employee  
Designation

*Appendix-IV*

*Appendix-III*

**CERTIFICATE TO BE GIVEN BY THE EMPLOYEE FOR REIMBURSEMENT OF CLAIMS TOWARDS JOURNEYS TO HOME TOWN AND TO ANY PLACE IN INDIA**

- 1. I have not submitted any other claim/drawn any TA so far for Leave Travel Concession for journey to home town/any place in India in respect of myself or my family members in respect of the block of two years/four years 20..... and 20.....
- 2. I have already drawn TA for the LTC for journey to home town/any place in India in respect of a journey performed by me in the year 19..... in respect of block of 2 years/4years 20.....and 20..... This claim is in respect of the journey performed by me in the year..... against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.

The Managing Director  
NAFED  
New Delhi

Sir,

In terms of O.O. No. 18 dated 20.11.84, I hereby declare as under :

That my family consisting of the following members live away from my place of work at my home town viz.....(nearest railway station ..... ) I therefore, choose to avail LTC for myself alone once every year for visiting home town, instead of having the concession for my family as well as for myself once in a block of 2 years. I also lose the right for self as well as my family members to avail 4 years LTC for anywhere in India. List of members of my family.

S. No. Name Relationship Age

Yours faithfully,

( )

(Declaration Form attached with O.O. No. 18, dated 20.11.1984).

## **IMPORTANT DECISIONS**

### **I. Journey by Air**

A doubt has been raised in certain quarters regarding Clause 6(b) of Travelling Allowance and Daily Allowance Rules of the Federation in which Divisional Heads and Regional Managers were allowed to travel by Air in case of longer distance while on tour. This relaxation has no relationship with Leave Travel Concession. This is being issued to clarify the position intimated in Office Order No. HO/Fa/20-52/82-83 dated 10.3.1983 and to remove doubts in this regard.

2. It is clarified that provisions of the office order dated 10.3.1983 are not applicable during LTC.

(Ref. HO/FA/20-52/84-85 dated 13.6.1985)

**II.** With a view to economising the in-house expenditure, it has been decided by the Competent Authority that rules relating to journey on LTC/Tour/Transfer stand modified to the extent as under :

(i) Officers in the rank of EDs and above will only be permitted to travel by Air, and

(ii) Officers in the rank of GMs and below shall undertake journeys by Air only with prior permission of MD, that too as a special case.

The above order comes into force with immediate effect.

(Ref. O.O. No. 9 dated 15.01.1999)

### **III. Entitlement of LTC to Casual Employees on Consolidated Salary**

Under the existing Leave Travel Concession Rules of the Federation, employees on Consolidated salary are not entitled to LTC. This matter has been examined carefully and it has been decided that the casual employees on consolidated wages with a continuous service of one year (i.e. not with lay-offs or break in service) shall be entitled to avail Leave Travel Concession under Home Town/anywhere in India scheme, as in the case of employees on regular scale of pay. The period of service of such employees extended from time to time shall be treated as continuous for the purpose of this order. The concession shall, however, not

be available to the casual employees on daily wages.

This order comes into force with immediate effect.

(Ref. O.O. No. 35 dated 23.3.1985)

### **IV. Submission of LTC Bills**

Instances have come to notice where employees after drawing advances for LTC are not submitting their LTC Bills within the stipulated time. In this connection, attention is drawn to office order No. HO/ED/FA/18/83-84 dated 25.5.1984 issued by F&A Division where in it has been clearly stated that in case TA Bills for LTC are not submitted within one month after performing the journey, a penal interest at the rate of 25% will be charged on the advance drawn, and no TA Bill will be entertained thereafter. It is, therefore, notified to all concerned that these instructions should be strictly adhered to.

### **V. Leave Travel Concession Rules**

(1) Employees of the Federation are given advance for availing LTC facility in accordance with the LTC Rules. Clause 16 of the LTC rules stipulate the procedure for grant of advance to the employees.

(2) According to the clause 16(iii) of the Rule, the advance will have to be refunded forthwith if the outward journey is not commenced within 30 days of the grant of advance. Further office order No. 14 dated 14.08.1985, stipulates that if an employee fails to get the advance adjusted within one month after performing the journey, an interest @ 25% will be charged on the advance drawn and no TA bill will be entertained thereafter. It has been observed that officers/employees drawing advances for LTC from H.O. and branches are not submitting their LTC bills within the stipulated time. Non-submission of TA bills as stipulated in the rules mentioned above attracts payment of penal interest by the employees. In order to avoid this situation all concerned are advised to submit their LTC bills within the time limit and strictly adhere to the instructions issued vide aforementioned office order.

(Ref. O.O. No. 45 dated 09.02.1995)

## **VI. Medical leave during LTC**

1. In terms of Rule 12 of Leave Travel Concession rules of the Federation, Leave Travel Concession is admissible for journeys performed by an employee during regular leave or casual leave, as the case may be. It was further provided in Office Order No. HO/AD5/151/83-84 dated 23.05.1984 that employees of the Federation cannot be granted Leave Travel Concession during Medical leave.

2. Certain doubts had arisen about admissibility of Medical leave during Leave Travel Concession. The matter, has therefore, been examined. It has been decided that Leave Travel Concession is not admissible on medical leave which is not a regular leave. However, if an employee proceeds on Leave Travel

Concession either by taking casual or earned leave and falls sick during this period of stay either at Home Town/any place in India, he may be allowed Leave Travel Concession for onward and return journey and granted Medical leave in combination of leave taken originally, after obtaining relevant documents and Medical / Medical fitness certificate etc. However, if an employee has taken casual leave originally for availing Leave Travel Concession and he falls sick at his home town / any other place in India, he will be granted Medical leave for the period of his sickness in transit after conversion of his Casual leave into Earned leave or Extra ordinary leave, as the case may be, Casual leave cannot be combined with Medical Leave. The cases already decided will not be re-opened.

(Ref. HO/AD/5/151/88-89 dated 1.3.1989)

**NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION OF INDIA LTD.,  
NO. 1, SIDHARTHA ENCLAVE, ASHRAM CHOWK, NEW DELHI-110014.**

**PROFORMA REGARDING HOME TOWN DECLARATION  
NEAREST RAILWAY STATION AND DETAILS OF FAMILY MEMBERS  
FOR THE PURPOSE OF LEAVE TRAVEL CONCESSION**

I .....S/o ..... Employed in National Agricultural  
Cooperative Marketing Federation of India Ltd. .... hereby declare as follows :

1. That my home town is .....
2. That nearest railway station for my home town is .....
3. That the following are members of my family :

S. No.	Name	Relation	Age
1.			
2.			
3.			
4.			
5.			
6.			

Signature of the Employee

.....  
Designation.....  
Branch/Office

Dated :

**NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION OF INDIA LTD.,  
NO. 1, SIDHARTHA ENCLAVE, ASHRAM CHOWK, NEW DELHI-110014.**

APPLICATION FORM FOR GRANT OF LEAVE TRAVEL CONCESSION FOR THE BLOCK YEAR

.....

Name and Designation of the Applicant :  
(in block letter)

Pay :

Nature and period of leave sanctioned :

Particulars of family members

S. No.	Name	Relation	Age
1.			
2.			
3.			
4.			
5.			
6.			

Name of the places to be visited with :

(a) Nearest railway station (in block letters)  
(in case of home town specially mention  
the same)

(b) Distance from the HO

Probable date of commencement of journey.

Certified that :

1. The family members in respect of whom LTC is being availed are entirely dependent on me and are also residing with me.
2. That my husband/wife is not an employee of the Federation.
3. That my husband/wife is employed in ..... and the concession has not been availed by him/her separately for himself or for any of the family members for the concerned block of two years.
4. That the journey shall be performed by the class of accommodation for which the advance has been drawn.

Signature .....

Date.....

Branch/Office .....