

## 21. THE ALL INDIA SERVICES (LEAVE TRAVEL CONCESSION) RULES, 1975

In exercise of the powers conferred by sub-section (1) of Section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely :—

### 1. Short title and commencement.—

- (1) These rules may be called the All India Services (Leave Travel Concession) Rules, 1975.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definition**—In these rules, unless the context otherwise requires, a “member of the Service” means a member of an All India Service, as defined in section 2 of the All India Services Act, 1951 (61 of 1951).

### <sup>1</sup>3. Regulation of Leave Travel Concession—

- (1) The Leave Travel Concession of a member of the Service, serving in connection with the affairs of the Union, shall be regulated in the same manner and subject to the same conditions, as are applicable to the officers of the Central Civil Services, Group ‘A’.
- (2) The Leave Travel Concession of a member of the Service serving in connection with the affairs of the State, shall be regulated in the same manner, and subject to the same conditions, as are applicable to the officers of the State Civil Services, Class I:

Provided that the concession afforded to a member of the Service under this sub-rule shall not at any time be inferior to that to which he would be entitled under sub-rule (1), had he been appointed to serve in connection with the affairs of the Union.

<sup>2</sup>4. **Interpretation**—If any question arises as to the interpretation of these rules, it shall be referred to the Central Government for decision.

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<sup>1</sup> Substituted vide Notification No. 11022/1/76-AIS(II), dated 12th May, 1977

<sup>2</sup> Added vide DP&AR Notification No. 24/2/74-AIS(II), dated 10.2.1975,

## GOVERNMENT OF INDIA'S DECISIONS

### GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 3

**1. LTC is not admissible to visit a place outside India.**

(D P & AR File No. 11022/1/77-AIS(II)).

**2. Government servant under suspension cannot avail of LTC:** - A question has been raised whether LTC is admissible during the period of suspension. It is clarified that a Government servant 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.

[DP & AR File No. 11022/1/77-AIS (II)]

**3. in a particular block of years, a moS serving under the State Government can exercise option to be governed by either Central Rules or the States Rules in toto :**

- Proviso to rule 3(2) of LTC Rules empowers an officer to opt for the Central Rules. It is clarified that in a particular block of years, a member of the Service serving under the State Government can exercise option to be governed by either Central Rules or the States Rules in toto. It is not permissible to pick up certain features of the State Rules and certain other features of the Central Rules for the purpose of claims.

(D P & AR letter No. 11022/6/77-AIS(II), dated 1<sup>st</sup> October, 1977).

**4. LTC advance can be drawn 60 days before the proposed date of outward journey:** - Under Central Government Rules, a Government servant can draw advance in respect of the journey proposed to be performed under the Leave Travel Concession scheme by himself and/or by members of his family 60 days before the proposed date of the outward journey. He should however produce railway cash receipts within ten days of the drawal of the advance to the competent authority to show that he has actually utilised the amount to purchase the tickets. These orders are applicable to All India Service officers also, who are governed by the Central Rules.

[DP&AR File No. 11022/3/78-AIS(II)]

**5. For LTC to visit any place in India (other than home town), once in a block of four years, the reimbursement of fare may be allowed for the entire distance both ways without any deduction in respect of the first 400/160 kms as at present: -**

The Central Government have decided that in the case of Leave Travel Concession to visit any place in India (other than home town), once in a block of four years, the reimbursement of fare may be allowed for the entire distance both ways without any deduction in respect of the first 400/160 kms as at present. Leave Travel Concession to home town shall also be admissible irrespective of the distance between the headquarters of the Government Servant and his home-town once in a block of two calendar years.

(D P & AR letters No.31011/10/77-Estt.(A); dated 1.9.78 and 31011/2/84-Estt.(A) dated 11.7.85.)

**6. The simplified procedure laid down in the D P & AR OM No. 31011/1/77-Estt.A, dated the 1<sup>st</sup> October, 1977 is applicable to members of All India Services also, who are governed by the Central Rules.**

(D P & AR letter No. 11022/1/77-AIS(II), dated 7<sup>th</sup> November, 1977.)

D P & AR OM No. 31011/1/77-Estt.(A) dated 1<sup>st</sup> October, 1977 on simplification and rationalisation of procedures relating to leave travel concession Scheme Recommendations of Task Force.

The undersigned is directed to say that the Government of India have had under consideration the question of rationalising and simplifying the procedure regulating the claims of Central Government employees under the Leave Travel Concession Scheme. A Task Force was constituted to go into the matter and after considering their recommendations, Government have decided that the existing Leave Travel Concession Scheme for Central Government servants, as amended from time to time, shall be modified to the extent indicated below with immediate effect:—

- (i) It is not necessary to have an elaborate check on the declaration of home town by an employee. The declaration made by the Government servant initially may be accepted and a detailed check may be applied only when he seeks a change.
- (ii) Advance on account of Leave Travel Concession may be sanctioned by the Head of the Office instead of by the Controlling Officer.
- (iii) Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Controlling Authority, instead of by the Department of Personnel and Administrative Reforms, in consultation with Ministry of Finance (Department of Expenditure) as at present.

**7. Extension of the facility of LTC by private airlines to All India Service officers:** - I am directed to refer to the subject noted above and to say that the matter regarding allowing the journey by private airlines while availing LTC by All India Service officers has been considered in this Department and it is conveyed that the provisions of this Ministry's O.M.No.31011/2/2006-Estt.(A) dated 24.4.2006 read with Ministry of Finance, Department of Expenditure's O.M.No.19024/1/E.IV/2005 dated 24.3.2006 (copies enclosed) may be extended to these officers.

[Letter No.11022/3/2006-AIS-II dated 4<sup>th</sup> May, 2006]

*Copy of [DOPT O.M.No. 31011/2/2006-Estt (A) dated 24th April 2006 regarding regulation of journeys by private airlines while availing Leave Travel Concession*

1. The undersigned is directed to refer to the Department of Expenditure OM.No.7(2)/E.Coord dated 23rd November, 2005 vide which certain measures to budget/expenditure management were issued. One of the measures was to avail the competitive prices and various schemes and concessional fares being offered by private airlines while undertaking official travel. The matter as to whether the journeys by private

airlines could be allowed while availing LTC has been considered. It has been decided that the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by private airlines also while availing LTC.

2. It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by national and private airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the airticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officers, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

3. The above concession is further subject to the following conditions :-

- (i) Conditions laid down in Department of Expenditure OM No.19024/1/E.IV/2005 dated 24.03.2006 (copy enclosed) regarding air travel by Government servants within India during official visits would be applicable in case of LTC, mutatis-mutandis.
- (ii) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

5. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their ID No. 145/E.IV/05 dated 12.04.2006.

*Copy of the Ministry of Finance, Department of Expenditure's O.M.No.19024/1/E.IV/2005 dated 24<sup>th</sup> March, 2006 regarding Air Travel by Government servants within India.*

The existing instructions on travel by air by Government servants during official visits within India provide that air travel is permissible by the National Carriers viz. Indian Airlines and Air India in ordinary circumstances. Department of Expenditure OM No. 19036/8/95-E.IV dated 4<sup>th</sup> December,1997 and OM No.19036/8/95-99/E.IV dated 20<sup>th</sup> August, 1999 refer in the matter.

2. Department of Expenditure OM No. 7(2)E.Coord/2005, dated November 23, 2005 regarding "Budget/Expenditure Management: Economy measures rationalization of expenditure, and measures for augmentation of revenues", inter alia, provides that:-

"3 The air travel, both domestic and overseas, on official account would not be permissible on airlines other than Air India/Indian Airlines also, provided the criteria for selecting the alternative airline for official travel are based on better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India/Indian Airlines will also be fully utilized to ensure utmost economy in air travel."

3. The following guidelines are being issued accordingly to take advantage of the increasing competition and the air travel schemes of various airlines offering significant discounts on normal fares, in order to enable economy in undertaking air travel, without in any way taking away the existing entitlements:-

- (i) The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
- (ii) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.
- (iii) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.
- (iv) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
- (v) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
- (vi) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
- (vii) Schemes offered by airlines which are co-branded with the credit cards can also be availed. However, this would need one time prior approval of the concerned Financial Adviser/Competent Authority for obtaining and utilizing such credit card.
- (viii) Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. The above agencies would also ensure that procurement of tickets is made on the best available bargain across all airlines.

4. These guidelines are issued in partial modification of any other existing orders on the subject and would apply to domestic air travel only. The guidelines for air travel abroad will be issued separately.

5. All Ministries/Departments of the India of India are requested to strictly adhere to these instructions.

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