

**NATIONAL SCHEDULED CASTES & SCHEDULED TRIBES FINANCE AND
DEVELOPMENT CORPORATION**

LTC RULES, 1992

1. SUB:

The rules will be called "National Scheduled Castes & Scheduled Tribes Finance and Development Corporation Leave Travel Concession Rules, 1992.

2. SCOPE

To provide as a measure of welfare, travel assistance to the employees of the Corporation and the members of their families for visiting their home-town/any place in India subject to the conditions hereinafter provided.

3. DEFINITIONS:

In these rules, unless the context otherwise requires: -

III.1) **CORPORATION** means National Scheduled Castes & Scheduled and Tribes Finance and Development Corporation, its Headquarters, Zonal Offices, Regional Offices and Branch Offices.

III.2) **EMPLOYEE** means a person employed in the Corporation who has completed one year of continuous service in the Corporation on the date of commencement of the outward journey but excludes the following: -

- a) Persons not in the whole time employment of the Corporation;
- b) Casual/daily-waged/adhoc employees;
- c) Apprentices/Trainees on stipend; and
- d) Persons entitled to railway Privilege/PTOs as personal to them.

For the purpose of calculating the minimum period of continuous service participation in a strike declared illegal under the Industrial Disputes Act 1947 and unauthorised absence on the part of the employees shall be deemed to cause interruption or break in service for the purpose of LTC unless otherwise decided by the Competent Authority.

CLARIFICATIONS:

- e) Employees appointed on deputation from Central/States Government/Public Sector Undertaking/Autonomous Bodies with the Corporation will be eligible for the concession as per the terms and conditions of their deputation, irrespective of whether they have completed one year continuous service in the Corporation or not. Their period of service will be reckoned by taking into account the service rendered by them in their parent department. The cost of the concession availed by them during their period of deputation will be met by the

Corporation. Their entitlement to LTC and the block period applicable to them will, however, require to be certified by the appropriate authority in their parent department.

In case of deputationists absorbed in the service of the Corporation, stipulation of the service of one year would not apply. They may avail of LTC for the current block period provided they have not already availed of it prior to absorption.

f) Employees appointed on contract basis will be eligible for the concession under these Rules on completion of one year continuous service only if the period of contract exceeds one year. Where the initial contract is for one year but is later extended the total duration of the contract will be taken into account for this purpose.

g) Employees appointed on re-employment basis will be eligible for the concession under these Rules on completion of one year continuous service. However, in case the re-employment is immediately after retirement from the service is immediately after retirement from the service of this Corporation, the period of re-employed service will be treated as continuous with the previous service for the purpose of this concession i.e. if the employee has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he will not be eligible to avail this concession till the expiry of the particular block of four years.

III.3) FAMILY means the employee's spouse, legitimate children including legally adopted children, step children, major sons widowed daughters (Whether or not residing with but dependent upon the employee) parents, step mother, sisters (unmarried or widowed), minor brothers provided they are residing with and are wholly dependent on the employee i.e. their income from all sources does not exceed Rs.500/- per month (the amount of scholarship/stipend being received by the dependent children of the employee will not be treated as income the deciding the dependency on the employee).

III.4) **HEADQUARTERS** means the normal place of duty of an employee at the time of outward journey.

III.5) **HOME TOWN** means the permanent Home Town or village of the employee as entered in the service record or as declared by him/her within 6 months of his/her joining the service of the Corporation and accepted by the Competent Authority.

Home Town shall be a place which the employee is required to visit at intervals for discharging domestic and social obligations or where he owns immovable

property or where his near relations reside permanently or where he had been residing for some years before joining the Corporation.

The declaration of home town once made shall ordinarily be treated as final. In exceptional circumstances, a change in the declaration may be allowed by the Competent Authority at his discretion provided that such a change is not made more than once during the entire service of the employee. Where both husband and wife are employees of the Corporation, the couple will be treated as a single family unit and should declare only one place as their joint home town and the concessions for the family will be admissible either to the husband or to the wife as per the option exercised by them. In this case, only one set of dependent parents, step mother, sisters (unmarried or widowed) and minor brothers will be included for the purpose of availing this concession at the option of the employee.

- III.6) **ANY PLACE IN INDIA** means any place within the territory of India including the Home Town of the employee.
- III.7) **SHORTEST ROUTE** means the route by which the destination can be reached earliest in a point of time by the approved mode of travel.
- III.8) **BLOCK YEAR** means a group of 2 consecutive calendar years or a period of 4 consecutive calendar years and the current block is 1990-1993.
- III.9) **COMPETENT AUTHORITY** means an officer delegated with the powers of accepting Home Town declaration sanctioning Leave Travel Concession/Leave and countersigning LTC claims under the approved delegation of powers.
- III.10) **REIMBURSEMENT** means payment in respect of journeys to home town and any place in India to the extent of 100% of the to and fro fare by rail including sea as per entitlement of the employee, including reservation charges sleeper charges, surcharges and ticket cancellation charges if (cancellation of the journey, is solely due to official reasons and is in the overall interest of the Corporation.)

4. ENTITLEMENT AND REIMBURSEMENT:

LTC under these rules shall be admissible to such of the employees as are entitled to and proceed on regular leave such as earned leave, casual leave, special casual leave, half pay leave, extra ordinary leave, maternity leave and study leave. No employee can avail of the concession during the weekend or any other period of holidays alone. The members of the employee's family may, however, avail the concession irrespective of whether the employee is on leave or not and irrespective of whether he/she avails LTC or not. The concession admissible to the employees and his/her family members is, however, subject to the conditions hereinafter provided.

- IV.1) Reimbursement of actual cost of travel by the entitled class from the Headquarters to Home Town (irrespective of the distance and back) by the shortest route once in a block of two calendar years.
- IV.2) Reimbursement of actual cost of travel by entitled from the Headquarters to any place in India (irrespective of the distance) and back by the shortest route once a block of four calendar years in lieu of and adjusted against the one of the 2 concessions available under Rule IV.1) above.
- IV.3.) An unmarried employee or an employee whose family is living away from his headquarters may in lieu of all concessions under these rules choose to avail LTC for self only to visit his home town every year in a block of four calendar years.
- IV.4) In case an employee is deputed for training which entails change of Headquarters, during the period of training, LTC for self and family will be permissible between the station of training and the home town.

CLARIFICATION:

- a) An employee can thus avail LTC twice in a block of four years i.e. once for travelling to his/her home town only and once for journey to any place in India including his/her home town. In case, an employee does not avail of the concession admissible in a block of two years or four years, he/she may avail of the same in the first year of the next block in the succeeding calendar year. In this case, an employee can possibly avail of the concession twice during the same calendar year but the regular block years will remain unchanged. The date of commencement of outward journey will decide the block to which the concession is debitable.

In case an employee completes one year continuous service during the midst of the block of four years he/she can avail of the concession only one during the remaining block period either for home town or any place in India.

- b) While availing LTC to visit any place in India, an employee and/or members of his/her family may visit the same place or different places of their choice. However, the intended place of visit shall be declared by the employee in advance and thereafter the declared place must be visited to become eligible for making the LTC claim. In case, the declared place of visit is to be changed, the same must be done before the commencement of the journey only with the approval of the Competent Authority and not after the commencement of the journey.

The employee and members of his/her family need not travel together while availing LTC to visit home town or any place in India in the same calendar year i.e. they may travel either together or separately and at different times to different places. Where they travel in different groups

and at different times reimbursement of expenditure shall be allowed in respect of each group provided the journey of each group is completed within 6 months of the date of commencement of the outward journey by the other group. In such cases, the number of groups will not exceed two. However, if one group of the family has been allowed to avail the LTC to home town, the other group will also be entitled to avail LTC to home town and not LTC for visit in any place in India.

IV.5) The concession is admissible to the members of employee's family with reference to the facts existing at the time of outward and inward journeys independently. A charge therein may result in entitlement to reimbursement as in the following cases: -

- a) **For outward journeys only** – A dependent son/daughter getting employed or getting married after going to the home town or remaining there for pursuance of studies or the members of the family having performed the journey to home town have no intention of completing the return journey from the home town.
- b) **For return journeys** – A newly married husband/wife of the employee coming from the home town to the Headquarters or a husband/wife of the employee who has been living for a long time at the home town and did not avail of the concession in respect of the outward journey. If an employee gets married at a place which is on the shortest route to the home town/declared destination, LTC will be allowed to the spouse from the place of marriage to the home town/declared destination and back to the Headquarters of the employee.
- c) A dependent son/daughter returning with parents or coming along from home town where he/she has been pursuing his/her studies.
- d) A child who has completed the chargeable age only at the time of return journey.
- e) A child legally adopted by the employee while staying in the home town.
- f) Where the journey is performed by the children of an employee studying in educational institutions located at a place other than the employee's Headquarters or home town, LTC will be allowed to them once in a year as per the following alternatives:

From	To
Place of study	Employee's Headquarters
Place of study	Employee's Home Town
Place of study	Any other place where the employee or his family is proceeding on LTC.

- IV.6) An employee due for superannuation may avail the concession, if he/she is otherwise eligible, therefor, provided the return journey is completed before the date of superannuation.
- IV.7) An employee who has submitted notice of resignation from the service of the Corporation shall be permitted to avail the concession to home town or any place in India during the notice period provided the return journey is completed before the expiry of the notice period and the employee rejoins duty after availing LTC.
- IV.8) In case an employee declares the place outside India his home town the concession shall be limited to the fare upto and from the railway station/airport/sea port in India nearest to the home town by the shortest route.
- IV.9) Where the spouse of an employee is employed outside the Corporation, the concession will be admissible to the spouse on the condition that a similar concession is not available in the organization in which he/she is employed or where it is available he/she gives an undertaking not to avail the same. A certificate to this effect should be furnished by the employee at the time of preferring the claim.
- IV.10) The concession under these Rules will not be admissible to an employee under the following circumstances:
- a) To an employee under suspension. He/she will, however, be allowed to avail the concession for the same block year after the suspension is revoked and he/she joins duty. During the period of suspension, the concession will continue to be available to the members of his/her family.
 - b) To an employee who proceeds on regular leave and resigns his post without returning to duty, the entire amount of advance, if drawn, will be recovered from the dues of the employee.
- IV.11) **Entitlements of an employee if the mode of travel is rail:** - As per the entitlement stipulated in the NSFDC Travelling Allowance Rules (amended from time to time) subject to the condition that none of the employees irrespective of their normal entitlement will be permitted to travel by AC 1st Class. They may, however, travel by AC 2nd Class 2 Tier Sleeper/AC Chaircar/1st Class etc. provided the AC Chair Car facility is available on the shortest route otherwise the reimbursement will be limited to 1st class fare only.
- IV.12) **Entitlement if the mode of travel by bus:** - As per the entitlement stipulated in the NSFDC Travelling Allowance Rules (amended from time to time) subject to the following conditions: -

- a) In case of places not connected by rail and with a public transport system having vehicles running between fixed points at regular intervals and charging fixed rates, employee shall be reimbursed the fare actually charged by such a system for the appropriate class of accommodation of the transport system, i.e. Delux express or ordinary as the case may be.
- b) Where an employee travelling by bus/road takes a seat(s) in a bus/van run by State Tourism Development Corporations, State Transport Corporation or by the Transport Services run by the other Government or local bodies, to visit any place in India, the reimbursement will 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 the entitled class by rail by the shortest route, whichever is less.
- c) Reimbursement shall not be admissible for journeys by a private car (owned, borrowed or hired) or bus or other vehicle owned by private operators. However, in case the private bus operators are running a regular transport service from point to point at regular intervals at fixed rates with the approval of the Transport Authorities/State Government, the reimbursement will be as per rule IV.12(a) above.
- d) Travel by air is also not admissible.

IV.13.) Entitlement in case of places not connected by any means of transport: - For travel between places not connected by any other means of transport, an employee can avail of animal transport like Elephant, Camel etc. in which case mileage allowance will be admissible as per entitlement laid down in the NSFDC TA Rules as amended from time to time.

IV.14) Entitlement to employee if the mode of travel is by steamer: For journeys to Port Blair, Andaman & Nicobar Islands, the surface journey to the nearest port will be regulated as other journeys under these rules. With regard to the sea passage from the port of embarkation to Port Blair, employees entitled to travel by second class rail will be allowed reimbursement for travel by either bunk class or second class by ships run by the Shipping Corporation of India. The employees entitled to travel by first class and above will be allowed in the reimbursement for travel by first class/deluxe class of ships run by the Shipping Corporation of India.

CLARIFICATION

An employee may travel in a lower or higher class of rail/BUS/steamer or by air but will be reimbursed fare limited to the entitled class or the

lower class to the extent actually used. For the purpose of LTC, the entitlement will be decided by the status/pay of the employee on the actual date of commencement of outward journey.

5. GRANT OF LTC ADVANCES: -

- V.1) Advances will be granted to employees of the Corporation to enable them to avail themselves of the concession under these rules.
- V.2) The advance in each case will be limited to 80% of the estimated amount which the Corporation will have to reimburse under these rules in respect of journeys both ways.
- V.3) If the family travel separately from the employee, the advance may also be drawn separately to the extent admissible.
- V.4) The advance both for the outward and return journey will be admissible only if the return journey is to be completed within 90 days of the commencement of the outward journey. If after drawing the advances for journey both ways, it becomes clear that the return journey cannot be completed within 90 days, half of the advance or advance for inward journey whichever is greatest should be refunded forthwith.
- V.5) Advance may be drawn up to one month before the proposed date of commencement of the outward journey.
- V.6) If after drawing the advance, the journey is not performed and the entire amount of advance is not refunded by the proposed date of commencement of the outward journey, the full amount shall be recovered from the pay of the employee in a lump sum. If such full amount is not recoverable from the pay of the employee, he/she will be liable to be charged penal interest @ 12% p.a. till such time the full amount is recovered.
- V.7) In case, after drawing the advance, the journey is not performed to the declared destination and the entire amount of advance is not refunded within 7 days from the date on which the employee reports back for duty of returning from leave, the full amount shall be recovered from the pay of the employee in a lump sum. If such full amount is not recoverable from the pay of the employee, he/she will be liable to be charged penal interest @ 12% p.a. till such time the full amount is recovered.
- V.8) If after performance/completion of the journey and on return from leave, the employee does not account for the advance within one month from the date on which he reports back on duty, the full amount shall be recovered from the pay of the employee in a lump sum. If such

full amount is not recoverable from the pay of the employee, he/she will liable to the charged penal interest @ 12% p.a. till such time the full amount is recovered.

- V.9) If the advance is drawn for the class of accommodation as on return from leave the journey is performed in a lower class or if the advance is drawn for certain family members but the actual journey is not performed by all them, the extra amount will have to refunded within 7 days from the date on which he reports back on duty.
- V.10) Subject to recommendation received from the Department concerned, order for LTC advance shall be issued by the Personnel and Administration and Department.

6. ADJUSTMENT OF CLAIMS:

- VI.1) The reimbursement of LTC claims will be allowed by the entitled class or the actual class of travel whichever is lower (as per TA Rules) between the home town/declared destination and the Headquarters by the shortest route on through ticket basis, even though the employee of his/her family members may travel by any route or any class to halt anywhere on the way to or from the home town/declared destination. The journey need not necessarily commence from and end at the Headquarters but the reimbursement will be limited to the actual distance travelled or the distance between the Headquarters/home town/ declare destination whichever is less.
- IV.2) In case of employee availing LTC, is recalled to duty in the interest of the work of the Corporation, while the outward journey, will be covered by these rules, he will be entitled to TA as per rules in respect of the inward journey to Headquarters.
- VI.3) The claims in adjustment of the advance should be preferred within one month from the date on which the employee returns back on duty, if advance has been drawn and within 3 months if no advance has been drawn. Separate advance for different batches may be adjusted to separate claims. A consolidated advance should, however be adjusted in a single bill.
- VI.4) While availing LTC to any place in India, an employee may travel by pilgrim/special train or avail himself of the concessional circular trip tickets offered by the authorities in conjunction with the LTC. The Reimbursement in such cases will, however, be limited to the fare by the entitled class of rail travel or the actual fare whichever is less, between the headquarter and declared destination.

- VI.5) Where journey between places connected by rail or a port thereof is performed by road or by public transport, reimbursement will be on the basis of the railway fare by the entitled class by the shortest route or on the basis of actual expenses whichever is less.
- VI.6) In order to facilitate the determination of the genuineness of the LTC claim, journeys should be verified as under: -
- a) All the receipt submitted along with LTC claims should bear the signature of the employee on the back of the receipt.
 - b) Full details must be indicated on the body of the claim including ticket numbers.

VII. DISCIPLINARY ACTION FOR FRADULENT CASES:

- VII.1) If the disciplinary authority decides to initiate disciplinary proceedings against an employee on the charge of preferring a fraudulent claim of LTC, such employee shall not be allowed the LTC till the finalization of such disciplinary proceedings.
- VII.2) If the disciplinary proceedings result in imposition of any of the penalties under the Conduct, Disciplinary and Appeal Rules of the Corporation, the employee shall not be allowed to avail the next 2 blocks/sets of years, in addition to the block already withheld during the pendency of the disciplinary proceedings.
- VII.3) If the employee is fully exonerated of the charge of fraudulent claim of LTC, he will be allowed to avail of the concession withheld earlier as additional blocks in future block years but before the normal date of his/her superannuation.

VIII. INTERPRETATION:

If there is any doubt regarding any of the provisions of the rules, the matter may be taken up by the employee with the Competent Authority in which case the decision of the CMD/MD shall be final and binding.

IX. GENERAL:

In respect of all matter which are not specifically covered in the above rules, LTC rules of the Central Government notified from time to time will be followed in so far as they are not in consistent with these rules.

X. POWER TO RELAX:

Where the CMD/MD is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may be order for reasons to be

recorded in writing dispense with or relax the requirement of these rules to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

These rules come into force with immediate effect and in supersession of all earlier rules, and instructions notified in this regard.