

Leave Travel Concession (LTC) & Block Periods:

Once in every two years, an employee is eligible for a paid travel to home town. LTC allows for a trip made by employee and dependent family members (income of dependent family member from all sources should not exceed Rs.9000/- + Dearness Relief per month) to visit "hometown" (place declared upon joining the Institute), irrespective of the distance between IITH and declared hometown. The following are some of LTC rules:

Eligibility: One-year regular service must be completed to be eligible for LTC. Prior intimation / application to the office (Establishment Section) is required before availing LTC.

Block Years: For the purpose of LTC, block years are defined as 4 years block and 2 years block. During the block of 4 years, one Home Town LTC and one Any Place in India LTC can be availed. (For Eg: Under 2018-21 block period (four years), an employee can avail 2018-19(2years) to Home Town and 2020-21(2years) to Any place in India and vice versa). However, it has been the practice of the Government to allow for a grace year, i.e. LTC for the block year 2018-19 can be availed (i.e. outward journey commenced) up to 31st December, 2020.

Home Town: It is a place that is declared to be one's Home Town upon joining the Institute. An Employee and his/her family members can avail once in two years irrespective of the distance between IITH and declared hometown. Declared home town can be changed only once during entire service. An employee can avail LTC to hometown every year by surrendering, Any Place in India LTC.

Any place in India: Will cover any place within the territory of India, whether it is within mainland India or overseas.

Leave: This Concession is not admissible during weekends/holidays alone without any leave. At least one-day leave needs to be availed.

Special provision for fresh recruits: New recruits can avail this concession thrice to "hometown" and once to "any place in India" in a block of 4 years, after completion of one year of service at IITH. This facility shall be available only for the first two blocks of 4 years each. For new recruits, the first block of 4 years applies from their date of joining the Institute. i.e., if an employee joins on 30th December 2019, then he/she can avail the one remaining day of 31st December 2020 in the first year of LTC block, for subsequent years LTC is treated under calendar years (first 8 years only) for fresh recruits. After completion of 8 years of service, LTC may be availed against regular 4 year blocks. i.e. 2018-21, 2022-25 and so on.

Class of accommodation: Journey may be performed within India by Rail/Road/Ship/Air. In case of Air travel, where Government of India bears the

cost of air passage, air tickets shall be purchased from the three authorized travel agents only viz., 1. Balmer Lawrie & Company Limited (BLCL), 2. Ashoka Travels & Tours (ATT) and 3. Indian Railways Catering & Tourism Corporation Ltd. (IRCTC). The employees of pay level 10 and above are entitled to perform journey by Economy class. In case of journey by train, pay level 10 and 11 entitled by 2nd AC and pay level-12 and above by 1st AC. No taxi or road mileage is admissible to reach the airport/railway station. However, for internal travel to destination road mileage for 100 km is allowed, where government buses/transport are not available to reach the declared destination. (Bills to be enclosed as proof of travel). LTC rules are strictly observed and it is necessary to enclose tickets along with boarding passes to claim the fares (In case of advance drawn claim to be submitted within 30 days from the date of return journey and in cases where advance is not drawn, the claim is to be submitted within 90 days from the date of return journey). Production of an e-ticket without the boarding passes is not considered as proof of travel.

Advance: Upto 90%, advance of the probable amount of reimbursement is granted on request. Application can be submitted in Establishment Section. Maximum 120 days prior to the date of journey in case of journey performed by train and 45 days in case of air travel.

Encashment of Leave for LTC: An employee is permitted to encash up to 10 days of accumulated earned leave subject to the condition that such encashment will not exceed sixty days during the entire career of an employee. If both husband and wife are employees, each can encash such earned leave. The encashment of earned leave for the purpose of LTC will not have any bearing on the maximum number of days (300) for which earned leave can be encashed at the time of retirement.



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भारतीय प्रौद्योगिकी संस्थान हैदराबाद

Indian Institute of Technology Hyderabad

No 15/IITH/HR/2022/ 053.

Dt: 10.02.2022

CIRCULAR

Sub: Modification of Instructions regarding Booking of Air Tickets on Government account – Reg

Ref: OM No. 19024/03/2021-E.IV dated 31.12.2021 of Ministry of Finance (Department of Expenditure).

Vide reference above, the Ministry of Finance, Dept of expenditure has issued certain modifications of instructions regarding booking of air tickets on Government account (attached).

The gist of the above OM reads as follows: -

- A. In view of the decision of the Government for disinvestment of Air India, it has been declared that in all the cases of air travel where the GoI bears the cost of air passage, air tickets shall be purchased from any of the three GoI authorized travel agents only: -
 - i. M/s. Balmer Lawrie & Company Ltd (BLCL)
 - ii. M/s. Ashok Travels & Tours (ATT)
 - iii. IRCTC.
- B. The travel agents are expected to provide to the Government employees the 'Best available Fare' on the date of booking based on tour programme as per their entitlement.
- C. The tickets may be arranged by the office or may be directly booked by the employee. No agency charges will be paid to the booking agencies.
- D. The mileage points earned by Government employee on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government.
- E. The orders shall be effective from 01.01.2022.

In this connection, all employees are to ensure strict compliance of the Government of India orders.

This issues with the approval of the Competent Authority.

Deputy Registrar (HR)

Encl:As above

To
All the Faculty & Staff of the Institute
Registrar, IITH
Joint Registrar (F&A)

When both husband and wife are Government employees:

- i. They can declare separate hometowns independently.
- ii. LTC can be claimed for their respective families, viz, while husband can claim for his parents/minor brothers/ unmarried & unemployed sisters and wife can claim for her parents/minor brothers/unmarried & un-employed sisters.
- iii. Either of the parents can claim the concession for children in a particular block.
- iv. The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self. **(Joint declaration is to be submitted at both the offices)**

LTC is not applicable to persons whose spouses are employed in Indian Railways and National Airlines.