

**Institute of Economic Growth
Employees leave Travel Concession
Rules***

* Recommended by the CAF to the BoG vide Agenda Item no.6 of its meeting held on January 11, 2018.
Approved by the Board of Governors of the IEG vide Agenda Item no.3 of its meeting held on April 4, 2018.



देवीदत्त काण्डपाल / D. D. KANDPAL
वित्त अधिकारी / Finance Officer
आर्थिक विकास संस्थान / Institute of Economic Growth
उत्तरी परिसर, दिल्ली विश्वविद्यालय
North Campus, Delhi University
दिल्ली-110007 / Delhi-110007

December 8, 2017

To
Prof. Manoj Panda
Director
Institute of Economic Growth
Delhi – 110007.

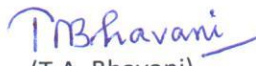
Dear Sir:

This is with reference to Office Order No. IEG/fa-01/2017/26 dated November 10, 2017 constituting a Committee to consider LTC Rules for the Institute staff with the following members:

- | | |
|----------------------------|-------------|
| 1. Prof. T.A. Bhavani | Chairperson |
| 2. Prof. Sanjay Srivastava | Member |
| 3. Mr. D.D. Kandpal | Member |

The Committee discussed the existing LTC Rules of the Government of India and the issues that the Institute is confronting with these rules. The Committee prepared the LTC rules for the Institute based on the LTC Rules of the Government of India with minor modifications keeping the specific issues of the Institute in mind. The Rules are submitted herewith.

Yours sincerely


(T.A. Bhavani)
Chairperson


(Sanjay Srivastava)
Member


(D.D. Kandpal)
Member

INSTITUTE OF ECONOMIC GROWTH

Institute of Economic Growth (IEG) Employees Leave Travel Concession (LTC) Rules

1. Short title and commencement:

- (a). These Rules may be called, IEG Employees LTC Rules, 2017.
- (b). They shall come into force on the date of their approval by the Board of Governors of the Institute.

2. Definitions:

In these rules, unless the context otherwise requires-

- (a). "**Rule**" means the IEG Employees LTC Rules, 2017.
- (b). "**Institute**" means Institute of Economic Growth.
- (b). "**Employee**" means an employee of the Institute of Economic Growth appointed in pay scale for a period of more than one year.
- (c). "**Family**" means:-
 - i) Wife, husband, parents, two surviving unmarried children of the Employee wholly dependent on the employee irrespective of whether they are residing with him/her or not;
 - ii) Married daughters divorced /separated from their husbands or widowed if residing with and wholly dependent on the employee;
 - iii) Unmarried minor brothers as well as unmarried/ divorced/ separated from their husbands/ widowed sisters residing with and wholly dependent on the employee provided their parents are either not alive or themselves wholly dependent on the Employee.
- (d). "**Dependent**" on Employee: A member of the family whose income from all sources, including stipend, pension, but excluding Dearness Relief does not exceed Rs 3,500/- p.m. is deemed to be wholly dependent. Dependent condition does not apply to the Employee's spouse.

3. Eligibility:

- (a). Any Employee of the Institute in pay scale with one year of continuous service on the date of journey is eligible.
- (b). Employees whose spouses are working in Indian Railways/National Airlines are not eligible for LTC.

4. Admissibility

- (a) LTC is admissible for self and family of the Employee.
- (b) **Leave is mandatory for availing the LTC.** LTC is admissible during Earned leave / casual leave / special casual leave / vacation leave / study leave / Maternity leave / paternity leave. LTC during Leave Preparatory to Retirement (LPR) is permissible

T Bhavani

J. M.

if the journey is completed before retirement. LTC cannot be availed during Child Care Leave or, week-end or any other period of holidays alone.

(c) LTC is admissible for journeys by Air/ Rail/ Road/ Steamer.

5. Types of LTC

LTC is admissible for visit to Home Town and Any Place in India.

5.1. LTC to Home Town

- (a) Admissible to all employees irrespective of the distance involved.
- (b) Admissible once in a block of two calendar years. The current blocks are 2017-18, 2018-19 and so on.
- (c) An employee (including unmarried) having his family at his Home Town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.
- (d) Employee whose Home Town and place of Institute are same is not eligible for Home Town LTC.
- (e) Home town once declared is treated as final. In exceptional circumstances, the Director may authorize a change, only once during entire service.
- (f) Determining Home Town of an Employee:

Home Town is the place where the Employee would normally reside but for his absence from such a station for service in the Institute. The criteria mentioned below may, therefore, be applied to determine whether the Employee's declaration of Home Town may be accepted:

- (i) Whether the place declared by Employee is the one which requires his physical presence at intervals 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 in that place or whether he is a member of a joint family having such property there.
- (iii) Whether his near relations are resident in that place.
- (iv) Whether, prior to his entry into Institute service, the Employee had been living there for some years.

T Bhavani

2

JWA

(v) Where the Employee or the family of which he is a member owns a residential or landed property in more than one place, it is left to the Employee to make a choice giving reasons for the same, provided that the decision of the Controlling Officer whether or not to accept such place as the hometown of the Employee shall be final.

(vi) Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of declaration of 'hometown' the presence of near relations should be a more or less permanent nature.

All these criteria need be applied one after the other proceeding further only when the immediately preceding criterion is not satisfied.

5.2. LTC to Any Place in India

- (a) This concession is admissible in lieu of one of two journeys to Home Town in a block of four years. The current block is 2017-20. The last date for commencement of the outward journey is 31.12.2021 including the grace period of one year.
- (b) Available for travel to any place in India – mainland or overseas i.e. A&N Islands and L&M Islands including Employee's Home Town.
- (c) Employees availing LTC to Home Town for self alone once every year, are not entitled to LTC to anywhere in India.

5.3. In the case of fresh recruitment

Fresh recruits to the Institute since 1-09-2008 may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Employees only for the first two blocks of four years immediately after joining the Institute with reference to the initial date of joining the Institute. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

6. Other Relevant Clauses

- (a) *In case Spouse/ Dependent Children/ Parents residing away from the Place of Institute*, claim will be limited to the amount admissible from the Place of Institute to the declared place of visit.
- (b) *Different Batches*: Members of family can travel in one or more batches as the case may be. Each batch should complete the return journey within six month of its outward journey.

T B Savani

J. N. A.



- (c) **Different Places:** Members of the family can travel either the same place as that visited by the Employee or different places.
- (d) **Different Calendar Years:** Members of family can travel either in the same calendar year or in different years in respect of the same block.
- (e) **Declaration of Intended Place:** Employee should intimate in advance to the Institute of his intention to avail of the concession. The intended place of visit should be declared by the Employee to the Institute in advance.
- (f) **Change in the Declared Place of Visit:** Any change in the declared place of visit should be intimated to the Institute before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the Employee, change of destination can be admitted by the Director.

7. Journey by Air/ Rail/ Road/ Steamer:

Entitlement of the Employees shall be same as notified by the Government of India from time to time subject to the following:

7.1. Journey by Air:

7.1.1. Employees working in the Sections where in full grant including for LTC expenses are received from any Government:

- (a) Journey by Air is permitted to all entitled Employees by LTC rules under the following conditions:
- Travel by Air India only;
 - In Economy class only irrespective of entitlement;
 - LTC-80 ticket of Air India only to be purchased;
 - Air Tickets may be purchased directly from Airlines (Booking Counters/ Website of Airlines) or by utilizing the services of Authorised Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.

7.1.2. Employees working in Endowment Sections and Other Sections where their LTC expenses is paid out of interest earned by the Institute on the respective endowment fund or own earnings of the Institute:

- (a) Air journey may be by any airlines subject to that the fare should be less than Air India's admissible LTC 80 fare;
- (b) This provision shall also be considered for the employees who are being paid from the ICSSR maintenance grant as the Institute receives only 90% of the salary grant from ICSSR.

M. Bhavani

J. A.

(c) Air Tickets may be purchased directly from Airlines (Booking Counters/ Website of Airlines) or by utilizing the services of Authorised Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.

7.1.3. LTC for J&K:

Relaxation to travel by Private Airlines to visit J&K while availing LTC is available as notified by the DOPT, Government of India from time to time.

7.2. Journey by Rail:

All Employees are entitled to travel by Rail by entitled class to the destination.

7.3. Journey by Road:

Reimbursement admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or Local Body.

7.4. Journey by Sea/ River Steamer:

Between places not connected by the air/rail/road, LTC is admissible for steamer. Reimbursement admissible only for journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or Local Body.

7.5. Commencement of the Journey:

Journeys for both the types of LTC can commence from a place other than the place of Institute and also terminate at that place but the concession will be limited to the journey between Place of Institute and the Place of Visit.

8. Encashment of Earned Leave along with LTC:

Employees are allowed to encash maximum ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Employed, encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

9. Reimbursement

Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed



5





only on the basis of a point to point journey on a through ticket over the shortest direct route. Reimbursement allowed by the entitled class or actually travelled class, whichever is less.

10. Advance

- (a) Up to 90% of the anticipated reimbursement may be granted as an advance.
- (b) Advance is admissible for both outward and return journey if the leave taken by the Employee or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

11. Time limit for submission of LTC Claim/Forfeiture of claim.-

- (a) A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.
- (b) In case of advance drawn the claim should be submitted within one month from the date of return otherwise the amount in advance will be recovered and the claim may be accepted within three months of time from the return journey failing which the claim will be forfeited.

13. Disciplinary Action for Fraudulent Claims


If the LTC claim by the Employee is fraudulent disciplinary action will be taken.

- (a) If a decision is taken by the Disciplinary Authority 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 and disputed claim will be withheld.
- (b) When disciplinary proceedings are over and found not guilty –
 - i) The withheld claim will be admitted; and
 - ii) Any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- (c) When disciplinary proceedings are over and found guilty,
 - i) Any penalty under disciplinary rules; In addition,
 - ii) The withheld claim will be disallowed and
 - iii) Next two sets of LTC – one to Home Town and one to Any Place in India – will be forfeited;
 - iv) In case of grave misuse, the Competent Authority may disallow even more than two sets of LTC.

T Bhavani

JWA

These rules are based on the LTC rules of the Government of India except for entitlement of airfare in respect of the employees whose LTC fare is not met from government grant (refer to 7.1.1 and 7.1.2). All the relevant aspects of rules including procedures for implementation and forms, which are not specified here, will be as given in the LTC Rules of Government of India in force from time to time.


(T.A. Bhavani)
Chairperson


(Sanjay Srivastava)
Member


(D.D. Kandpal)
Member