

ANNEXURE-A**LEAVE TRAVEL CONCESSION RULES**

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1.0 **SHORT TITLE:**

These rules may be called “IPGCL/PPCL Leave Travel Concession Rule”. These rules shall come into force with effect from the date as may be notified in this regard.

2.0 **DEFINITIONS:**

In these rules, unless the Context otherwise requires:

- 2.1 The block/block years will continue to be the same as under the existing rules. Employees will be entitled to reimbursement of LTC expenditure for the block years, wherever applicable, together at a time, this clubbing will be admissible only in the second block if no reimbursement of LTC expenditure has been claimed for the immediate previous block. These rules will come into force for the existing block year 2005-08.
- 2.2 “Company”/Corporation” means the Indraprastha Power Generation Company Limited/Pragati Power Company Limited including the projects/units under its management.
- 2.3 “Competent Authority” means the authority empowered to sanction LTC as stated in the Delegation of Powers issued by the management from time to time.
- 2.4 “Employee” means a person employed in the regular establishment of the Company & includes-
- i) a probationer
 - ii) a lien holder; and
 - iii) a deputationist on foreign service terms, unless the terms of deputation provide otherwise; but does not include-
- i) a person appointed on contract for a period of less than two years; and
 - ii) a trainee

- 2.5 “Entitled Class” means the class and mode of travel as applicable to employees as per Traveling Allowance Rules of Company subject to the condition that travel by air or 1st class ACC by rail will be permissible to employees in the grade of Manager & above. Further, executives in the rank of General Manager & above only travel by Executive class.
- 2.6 “Family” means an employee’s spouse (only one) residing with the employee and only two legitimate surviving children (including step children and legally adopted children) below 25 years, and parents or parents-in law in case of female employee at their option (change in option to be exercised once in career) provided that they are residing with and wholly dependent upon him/her. The restriction regarding number of children shall not apply in respect of existing employees i.e. as on 6th July, 2000 who are availing the facility of LTC for existing numbers of children. However, the restriction of age i.e. 25 years shall apply to the existing children.
- 2.6.1 However, till such time the Company’s special facility of housing / house rent allowance/ company lease for retention of family at a place other than the place of posting of the employees is in existence the condition of ‘residing with the employee’ will not be essential for such employees as are allowed to retain their family under the provisions of such special facility.
- 2.6.2 The criterion for judging the dependency or otherwise of family member of an employee will be the monthly income of the concerned family member. A family member will be deemed to be dependent upon the employee if his/her income from all sources is not more than Rs.3000/-p.m. In case of parents, the income of both father and mother jointly will be taken into account for this purpose.
- 2.6.3 For determining dependence of family members, other parents, the same criteria shall be adopted as is followed by the Central Government for this purpose. In other words, sons/unmarried daughters of the employees who are employed otherwise than on part time/daily rated/casual basis shall be regarded as gainfully employed and accordingly not entitled to LTC facilities. Even in the case of the above family members who are in part-time/daily rated/casual employment, these facilities shall be admissible only if they are

otherwise dependent on the employee and their monthly income from such employment is not more than Rs.3000/- per month.

2.6.4 Where both husband and wife are employed in the Company, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these rules.

2.7 “Headquarters” shall be as per TA Rules.

2.8 “Home Town” shall be as declared by employee at the time of joining IPGCL/PPCL where he/she has got immovable property or where his/her parents normally reside. In case he/she does not meet any of above-mentioned criterion, he /she may declare any place in India as his/her “Home town”. However, the employee shall have option to change hometown only once in career.

2.9 “Management” means the Board of Directors and if authorized by the Board, the Chairman & Managing Director of the Company for the purpose of these rules.

2.10 “Shortest route” means the route, which is shortest in terms of distance.

2.10.1 Keeping in view the locations of various destinations, availability of various modes of transport and other relevant factors, the Chairman & Managing Director may declare from time to time specific routes, which though not shortest, will be deemed to be the shortest routes for the purpose of these rules.

The Chairman/MD has sub delegated his power under Rule 2.10.1 of LTC rules to Director (HR) to declare from time to time specific routes deemed to be the ‘shortest route’ for the purpose of these rules. This comes into with immediate effect.

3.0 NATURE & EXTENT OF CONCESSION

3.1 An employee will be eligible to avail LTC only after completion of one year’s continuous service in regular establishment of company.

- 3.2 The entitlement for first block of an employee on joining the service of the Company will be reckoned from the block in which he completes one year's continuous service.
- 3.3 LTC to deputationist will be allowed as per the terms of deputation. In the absence of any provision in the terms of deputation, LTC will be allowed as per the rules of IPGCL/PPCL during the period of deputation. However, in case of absorption, LTC entitlement will be considered from the date of absorption.
- 3.4 In a block year commencing from 2005-08 an employee will be entitled to claim reimbursement of actual fare limited to the amount of fare as per entitled class of travel from the nearest rail head/airport of the headquarters to the nearest rail head/airport of the place(s) of visit and back as provided hereinafter.

3.4.1 NATURE OF ENTITLEMENT

Entitlement			Remarks
SUB-RULE 'A'	In one block of 2 years	For self & family	
	Visit to Home town		By shortest route
	OR		
	Visit to any place at a distance upto 1800 Kms		By any route
	OR		
	Encashment for distance upto 1800 Kms		
	And in another block		
	Visit to Home town		By shortest route
	OR		
	Visit to any place any where in India		By shortest route

	OR		
	Visit to any place at a distance upto 1800 Kms		By any route
	OR		
	Encashment for distance upto 1800 Kms		
SUB-RULE 'B'	Every year Home town	For self alone	By the shortest route & provided that the family is living at a different station which is away from the employee's place of work.

3.4.2 CASH LUMP SUM ASSISTANCE:

Employees availing LTC (excluding Hometown & on certification basis) will be extended cash lump sum Assistance as under:

<u>Grade</u>	<u>Cash Lumpsum Assistance in Rs.</u>
Group D	2500/-
Group C	3000/-
Group B	3500/-
AM/DM	3750/-
Mgr/DGM	5000/-
GM & above	6000/-

3.4.3 The Terms and Conditions of LTC encashment, which are as under:-

- (i) For employees entitled to travel by air, Delhi-Chennai will be the notional sector for purpose of LTC encashment. Accordingly full fare charged by Indian Airlines for this sector for economy/executive class will be allowed for encashment as per the entitlement. The

concession admissible to senior citizens shall be taken into consideration for LTC encashment in case of entitlement to travel by air.

For employees entitled to travel by rail, fare of 1800Kms of Express train as notified by Indian Railways for different class as applicable at the time of encashment will be taken into account.

- (ii) Availing LTC for outward journey and encashment of same for the return journey or vice-versa is not permissible.
- (iii) Employees can also encash LTC for two block years together at a time. In that case clubbing will be allowed only in the second block.
- (iv) Cash lump sum assistance will not be admissible in case of encashment of LTC.
- (v) Minimum absence of 5 days from the place of duty on account of leave, coupled with intervening holidays and holidays prefixed/suffixed, if any would be necessary for availing LTC encashment for self. In case of clubbing of LTC of two block years at a time, the absence of minimum duration of 5 days would suffice.
- (vi) LTC encashment will be taxable as per the provisions of Income Tax Act.

3.4.4 TERMS AND CONDITIONS GOVERNING THE REIMBURSEMENT OF LTC EXPENDITURE UNDER 1800 KMS. SCHEME:

- 3.4.4.1 This facility can be availed of by an eligible employee provided his period of absence from his place of duty is for minimum duration of 7 days on account of leave, coupled with intervening holidays and holidays prefixed/suffixed, if any.

- 3.4.4.2 For computation of the amount admissible on certification basis, the entitled class of travel would be the rail fare of entitled class under TA Rules limited to AC-2 Tier. Reimbursement of fare for AC Ist Class/Air is permissible to eligible employees.
- 3.4.4.3 The block/block years will continue to be the same as under the rules.
- 3.4.4.4 Employees will be entitled to reimbursement of LTC expenditure for two block years, wherever admissible together at a time. This clubbing will be admissible only in the second block if no reimbursement of LTC expenditure has been claimed for the immediate previous block.
- 3.4.4.5 In case of clubbing of LTC of two blocks years at a time under 1800 Kms. Scheme, the absence of minimum duration of 7 days would suffice. The reimbursement of expenditure in case of such clubbing should be made on telescopic basis only as in the case of clubbing under 1800 Kms. Scheme.
- 3.4.4.6 All other terms and conditions governing the LTC rules shall apply mutatis mutandis.
- 3.4.4.7 No advance for this facility shall however, be granted.
- 3.4.4.8 The clarification scheme being a reimbursement of expenditure through employee certification, the concessional fares of Railways (including those in respect of below 12 years & senior citizen concessions) will have to be accounted for while computing the admissible amount.
- 3.4.4.9 Every claim should be preferred in the prescribed form within the time limit of three months.
- 3.5 For those eligible employees who have been allowed to retain family at places other than headquarter of the employee in India, their family shall be allowed LTC facility from the place of their stay or the employee's headquarters as per choice of the employee.

- 3.6 In case of disruption of shortest route owing to accidents or other causes, the competent authority may at his discretion, allow reimbursement by the actual route used.
- 3.7 Employees may be allowed the facility of reimbursement of split ticket for a total of two split tickets in the entire journey.
- 3.8 If an employee and/or his family perform the journey or a portion thereof by a class higher/lower than his entitlement, the reimbursement will be made of the fare of the entitled class considering the journey as a whole subject to the actual fare. However, portions of the journey performed by taxi/own car shall be excluded from the journey as a whole while calculating fare of the entitled class.
- 3.9 The concession is admissible for journey to places connected by rail as well as between places partly connected/not connected by rail subject to the limits laid down in sub-rule 3.4.1.
- 3.10 For places connected by rail, the journey may be undertaken by any other mode of transport or halt anywhere on the way provided prior sanction of the competent authority is obtained; but the reimbursement shall be limited to the fare as admissible under the rules.
- 3.11 For places which are not connected by rail but which are connected with the railway system by road or by steamer if the road transport or steamer service is not owned by the railway, the concession will be admissible for the journey by rail as well as the portion of the journey by road or steamer. In the latter case, reimbursement will be made of actual expenses incurred on the journey from the nearest rail head to the Home Town or place of visit or vice-versa limited to those admissible under the Traveling Allowance Rules.
- 3.12 There is no objection to an employee for his family availing of any concessional journey tickets announced by the Railway authorities e.g. seasonal concession, student concession, circular trip etc. in conjunction with the leave travel concession.

3.13 Charges such as sleeper charges, super fast train surcharge, reservation charge, telegram charge by Railways/Airlines for booking of tickets are also reimbursable.

3.13.1 In exceptional cases cancellation charges may be reimbursed at the discretion of the competent authority, where the journey is not undertaken by an employee due to official reasons or any mishap in the family.

3.14 The LTC journey may be performed by an employee and members of his family in a private car owned by him subject to prior permission of the competent authority, but travel in a private car not owned by him is not permissible under these rules.

3.14.1 For journeys undertaken between places connected by rail, the reimbursement will be made for actual distance at the rates admissible for travel by road under traveling allowance Rules restricted to an amount equal to the train fare for self and members of his family by the entitles class.

3.14.2 For journeys undertaken between places partly connected/not connected by rail, the reimbursement for such portion of the journey between places as are not connected by rail will be at the rate admissible for travel by road under Traveling Allowance Rules.

3.15 The LTC journey may be performed by an employee and members of his family by hiring chartered bus subject to the following conditions:

- i) Prior approval of the competent authority is obtained for undertaking the journey(s);
- ii) The chartered bus belongs to a registered transport agency running buses on hire;
- iii) An adequate proof of the journey is produced in the form of certificate issued by the concerned transport agency indicating interalia (a) Registration No. of the bus (b) details of the journey together with dates, places of visit and distances involved (c) number of passengers travelled (d) total charges paid for hiring the bus and charges for each adult and child member excluding incidental” towards food, halting charges etc., if otherwise included in the fare.

- 3.16 If an employee proceeds, with prior permission of the competent authority not below the rank of General Manager, from a tour station to Home Town or any other place on LTC and returns to Headquarters direct from the place of visit, the portion of the journey from Headquarters to tour station will be treated as tour and the journey from tour station to the place of visit and back to Headquarters will be treated as LTC journey; and the T.A./LTC claims regulated accordingly. If the family also accompanies the employee, the reimbursement for the LTC journey of the family will also be allowed from the touring station to the place of visit and back to Headquarters, subject to entitlements under these rules.
- 3.17 If an employee on LTC proceeds from his Home Town or the place of visit to a tour station, with prior permission of the competent authority not below the rank of General Managers, and returns to Headquarters there from the journey from Headquarters to the place of visit and from the latter to the tour station will be treated as LTC journey and from the tour station to the Headquarters as tour; and the LTC/TA claims regulated accordingly. If the family also accompanies the employee, the reimbursement for LTC journey of the family will be made from Headquarters, subject to entitlements under these rules.
- 3.18 If an employee on LTC proceeds, from the place of visit, on transfer to his new Headquarters, he may at his option avail himself of the leave travel concession in conjunction with transfer; and in such a case his entitlement for LTC as well as transfer traveling allowance will be as indicated below:-
- 3.18.1 In case of journey to Home Town, the journey from his old Headquarters to the place of visit will be treated as leave travel concession and he will also be allowed transfer traveling allowance as per rules for the journey from the place of visit to his new Headquarters limited to the distance from old Headquarters to the place of visit plus the distance from the former place to the new Headquarters.
- 3.18.2 In case of other journeys, the journey from his old Headquarters to the place of visit will be treated as leave travel concession subject to restriction of distance wherever applicable and he will also be allowed

transfer travelling allowance as per rules for the journey from the place of visit to his new Headquarters limited to the distance as admissible for LTC return journey plus the distance from old Headquarters to the new Headquarters.

4.0 SPECIAL PROVISION:

- 4.1 In respect of employees working at project /Erection Sites of having their Home Town or places of visit located in remote areas not easily accessible by normal mode of conveyance, they may be allowed, in relaxation of rules, reimbursement of actual expense for such part of journey as performed, otherwise than by the normal mode of conveyance. For this purpose, Corporate HR Department in consultation with Corporate Finance may notify from time to time Projects/Sites and other remote locations and the specific part of the journey there from in respect of which special dispensation under this rules will be admissible.

5.0 ENTITLEMENT:

- 5.1 An employee may avail of LTC for self during holidays/leave of any duration and of any kind (except Terminal Leave) including Casual Leave and Special Casual Leave granted for sports meets. But the concession will not be admissible during the period of unauthorized absence.
- 5.2 Where both the husband and wife are employed in the Company, the concession will be applicable to only one of them and the same will be regulated according to the entitlement of the spouse drawing higher pay. However, they will have the option to avail of LTC for Home Town as declared by either the husband or the wife.
- 5.3 If an employees wife or husband is employed in any other organization providing Leave Travel Concession or a similar concession the employee will have option of receiving the concession for self and family either from the Company or from the spouse's organization but not from both. The concession will be allowed to the employee only on furnishing a declaration by him/her stating that his/her spouse employed in such an organization has not & shall not avail of the LTC in that organization, for self and the members of

- his/her family and for the block years for which it is claimed by him/her in IPGCL/PPCL. However, in case of employees whose spouse are working in Indian Railways/Govt. owned Airlines, only cash lump sum assistance would be reimbursed as per IPGCL/PPCL rules.
- 5.4 LTC cannot be availed of unless prior approval of the competent authority has been obtained, for the block year and the place of visit, whether Home Town or any other place, before commencement of outward journey. For this purpose the request should be made on the prescribed application form.
- 5.5 The following members of family will be entitled to reimbursement in respect of the return journey only:
- 5.5.1 A newly married husband/wife coming from the Home Town or from a place, where the employee had proceeded on LTC, or a husband/wife who has been living for a long time at home town or at a place where the employee had proceeded on LTC.
- 5.5.2 A dependent son/daughter, returning with parents or coming alone from Home Town or any other place where he/she had prosecuting studies or living with grand parents etc.
- 5.5.3 A child legally adopted by the employee while staying at Home Town or any other place.
- 5.6 The following members of family will be entitled to reimbursement in respect of outward journey only:-
- 5.6.1 A dependent son/daughter getting employment or getting married after going to the Home Town or to a place for which LTC is claimed or remaining there for prosecution of studies.
- 5.6.2 The family having performed the journey to Home Town or any other place have no intention of completing the return journey within the stipulated period provided the employees foregoes in writing the concession in respect of the return journey, if performed by the family members at a subsequent date.

- 5.7 In case of an employee under suspension, LTC will be admissible to his family only.
- 5.8 The concession is not admissible to an employee who proceeds on LTC and then resigns his post without returning to duty.

5.9 GROUPING OF FAMILY MEMBERS:

- 5.9.1 There is no objection to an employee and the members of his family availing of the LTC in one or more groups at different points of time irrespective of the constitution of each group; but the reimbursement will be admissible only in respect of three such groups, out of which one group shall be the group in which the employee himself has traveled and/or accompanies the family.
- 5.10 The concession will be counted against the block years for which the outward journey commenced but the return journey must be completed within six months from the commencement of outward journey. However, an employee, who proceeds to Home Town or any other place on LTC, may, if he so desires, perform return journey at his own expenses and thereafter avail of LTC for return journey in connection with another visit to the same place, subject to the condition that the return journey in respect of which concession is claimed is performed within 6 months of the outward journey for the first visit. Whenever the concession under this rule is proposed to be availed of in respect of self and/or family, the employee should inform the competent authority before undertaking the journey for which the concession is sought. Where the journey falls in the succeeding calendar year of the next block, the concession will be counted against the year for which the onward journey is commenced.

6.0 PROVISION REGARDING DEPARTMENTAL TRAINEES:

The period spent on training by the Departmental Trainees (i.e. Serving employee subsequently selected as trainees) would be reckoned as period of service and the whole period of service combined with training would be treated as continuous one.

7.0 CARRYFORWARD:

7.1 An employee and members of his family who are unable to avail of LTC in the relevant block may carry forward the entitlement to the end of the next block. Carry forward will be available only in respect of such family members who were otherwise entitled for the concession in the relevant block.

7.1.1 Refusal to grant leave for availing LTC: Whenever a leave sanctioning authority refuses leave for availing of LTC due to exigencies of work the matter should be brought to the notice of Corporate HR Department immediately with proper justification for such refusals.

7.1.2 In the case of such dependent children in respect of whom journey fare was not leviable in the LTC block, but for whom journey fare is payable on the date of actual travel in the carry forward block for reason of their having come into the age bracket in which Journey fare is leviable, reimbursement of LTC claim is admissible provided they have actually travelled on LTC in the relevant carry forward block.

7.1.3 Requests for extension of period for availing LTC due to pressing official reason or personal reason will be examined on the merit of each case for appropriate decision by the Competent Authority at Corporate Center.

7.2 Employees will be entitled to reimbursement of LTC for two block years together at a time. This clubbing will be admissible in the second block only under the 1800 Kms Scheme if no LTC has been availed for the immediate previous block. Concession of reimbursement of split tickets is admissible for one block journey and two ways only even when the two LTC block years are clubbed.

This facility shall also be admissible to employees who are left with less than one year of service before superannuation.

8.0 ADVANCE:

- 8.1 An advance to the extent of 100% of the anticipated fares for journey of the employee and/or his family from Headquarters (or the place from where the journey is to commence under rule 3.5) to Home Town/place of visit and back by the entitled class (including Bus/Steamer/Taxi fare etc.) may be allowed as per entitlement of the employee; provided the anticipated absence of the employee or his family, as the case may be, does not exceed three months. In case this period is anticipated to exceed three months, the advance will be allowed for the outward journey only. The request for advance should be made on the prescribed advance form.
- 8.2 The advance may be granted within a period not exceeding sixty days before the proposed date of the journey but shall have to be refunded forth-with if the employee is not able to produce documentary evidence within fifteen days of the drawal of the advance to show that he has utilized the amount of advance for the purchase of ticket(s).
- 8.3 Where after undertaking outward journey, the remaining amount of advance is not utilized for return journey within six months from the date of commencement of outward journey, the unspent amount should be refunded forthwith.
- 8.4 An account of the advance under this rule shall be rendered by the employee concerned immediately after the completion of the journey and in no case later than one month from the date of completion of return journey.
- 8.5 In case of failure to produce the documentary evidence as required under rule 8.2 or to refund the unspent amount of advance by the employee under rule 8.3, the employee will be charged penal interest @3% over and above the bank lending interest rate for the period of default. This is, however, without prejudice to the management's right to recover the unutilized/unspent amount from the employee's salary and/or otherwise.
- 8.6 An employee who draws an advance in respect of particular block(s) for self and or family members and does not utilize the same or a

portion thereof in respect of self or the family members but does not refund the unutilized/unspent amount within the prescribed time limit as indicated above will not be eligible for a second advance for the same block year

9.0 CLAIM:

9.1 Claims for reimbursement in all cases will be entertained only on completion of the return journey, wherever applicable.

9.2 Claims for reimbursement must be supported with adequate proof of travel i.e. ticket number, money receipts etc.. However, an authority not below the rank of General Manager, concerned may relax this provision if he is other wise satisfied in regard to the genuineness of the claim and the bonafide of the journey having been performed in really deserving cases purely on merits but not as a general rule. All the receipts/documents submitted by an employee in connection with his LTC claims must bear his signature at their back.

9.2.1 An eligible employee has the option to claim reimbursement of expenditure on LTC journey under two different schemes, namely

- (i) On production of documentary evidence eg. Money receipt/ticket number etc. for self, spouse, children and parents, as per rules, or
- (ii) for distance upto 1800 Kms on the basis of certification in respect of self, spouse, children and parents provided the spouse is residing with and the other family members are residing with and wholly dependent upon the employee concerned.

9.2.2 An employee cannot be allowed to claim reimbursement of LTC expenditure under the two different schemes for and against one and the same block year. However, there is no objection to an employee claiming reimbursement of LTC expenditure under either of the schemes in respect of all the eligible family members in one block year and the expenditure in subsequent block year in respect of all the eligible family members under the other scheme.

9.2.3 Employees are permitted to prefer LTC claims in respect of part of the family members on production of documentary proof of travel while

in respect of remaining family members LTC claim may be preferred on the basis of certification in the same block, if so desired.

- 9.3 Every claim should be preferred in the proforma as prescribed within the time limit as stipulated in rule 8.4, failing which the employee will be liable to action under rule 8.5.

10.0 TRAVEL CONCESSION FOR EMPLOYEE'S CHILDREN STUDYING AWAY FROM THE PLACE OF POSTING OF THE EMPLOYEES.

10.1 Eligibility

- 10.1.1 This concession will be admissible to the children of the employees of the company who are eligible for LTC under these rules subject to fulfillment of the following conditions

- i) Such children are wholly dependent on the employee;
- ii) They are studying in recognized educational/professional institution within India at a place away from the place of posting of the employee or the residence of his family (spouse and children only parents of the employee excluded);
- iii) They are residing at a place 50 Kms. away from the place of posting of the employee or the residence of his family.

10.2 ENTITLEMENT

- 10.2.1 The concession can be availed of only once in a calendar year during approved vacation from the place of educational/professional institutions to the place of posting of the employee or residence of his family to join the parents and back.

- 10.2.2 The approved vacation for this purpose means the vacation declared by the recognized institution in which the children are studying.

- 10.2.3 Where the outward journey is commenced in one calendar year, and the return journey is completed in the following year, the concession will be reckoned against the year in which the outward journey commenced.

10.2.4 In cases where the children do not return to the educational institution after the vacation, the concession will not be admissible.

10.2.5 The reimbursement of the fare will be limited to actual expenses incurred on travel each way subject to a maximum of second class rail fare at student's concessional rates from the railway station nearest to the place where the children are studying to the railway station nearest to the place of posting of the employee or residence of his family by the shortest route. Where the places are not connected by rail, actual fare by public transport bus will be admissible.

10.3 CLAIM:

10.3.1 Claim for reimbursement in all cases will be entertained only on completion of the return journey.

10.3.2 Claims for reimbursement must be supported with adequate proof of journey i.e. Ticket No. Money Receipts etc. together with a prescribed certificate from the recognized institution for each child separately for whom the concession is claimed. However, an authority not below the rank of General Manager concerned may relax this provision except the certificate referred to above if he is otherwise satisfied in regard to the genuineness of the claim and the bonafide of the journey having been performed in really deserving cases purely on merits but not as a general rule.

10.3.3 Every claim should be preferred in the proforma as prescribed within three months of completion of return journey failing which it shall be forfeited.

11.0 GENERAL:

11.1 In respect of matters which are not specifically covered in the above rules, the LTC rules of the Central Government, in so far they are not inconsistent with these rules, will generally be followed.

11.2 In case of any doubt in regard to any provision of these rules and also in respect of cases not covered by these rules, the matter will be referred to the Chairman & Managing Director whose decision shall be final.

- 11.3 The Chairman & Managing Director shall be empowered to make any amendments to these rules or any relaxation, which is of a minor nature.
- 11.4 The Chairman/Managing Director shall be empowered to increase the rate of cash lumpsum allowance from time to time.

Form-I
Request for Leave Travel Concession Advance
(To be filled in triplicate)

Dairy No.:

Date:

Name	Designation	E.No.	Department	Basic Pay	Block Year	Sub Rule	Name(s) of the place(s) to be visited

Details of Family Members:

S.No.	Name	Relationship	Age/D.O.B.

1. Certified that:
 - a) My husband/wife is not employed.
 - b) My husband/wife is employed with _____ (Name of Organisation) but he/she has not and will not avail of LTC for the aforesaid block year and for the members of the family as indicated above from the said organization.
 - c) My parents are wholly dependent upon me and their monthly income from all sources is not more than Rs.3000/-.
 - d) My children are wholly dependent upon me and their monthly income from all sources individually is not more than Rs.3000/-.
 - e) All the family members for whom LTC is proposed to be availed of are residing with me/they are not residing with me but the concession is proposed to be availed of in terms of existing LTC rules.
2. I hereby declare that I and my family members, whose particulars are given above, wish to travel a distance of not less than 1800 kms (each way) for visiting above mentioned place(s) from the headquarters.
3. Accordingly, I may please be given an advance of Rs. _____. I will submit the final claim after the visit but within 3 months from the date of drawal of advance.

Date: _____ Signature of employee _____
Sanctioned subject to admissibility

Signature of competent authority

Name:

Designation:

Date: _____

(For use by HR Department)

Ref.No. _____ LTC Office Order
No. _____ dated _____ LTC for the Block
Year _____ under 1800 kms. Scheme is sanctioned for the
employee and/or family members mentioned above. Necessary entries have
been made in his/her personnel record.

Date: _____ AM(HR)Billing/DM(HR)

(For use by Accounts Department)

CC	VR No.	VR Date	SC	NA	Place of Posting	Deptt.	E.No.	Place of Visit

(Passed for Rs.(in words) _____ Received
Rs. _____ only Rs. _____ only.

Account Code	Amount	Cash/Bank code
Acctt.	AM(Finance)/DM(Finance)	Signature
		Date

First Copy - Accounts
Second Copy - HR
Third Copy - Individual

**LEAVE TRAVEL CONCESSION ENCASHMENT
(1800 Kms)**

To be filled in triplicate

NAME:.....DESIGNATION.....
 EMP.NO.....DEPARTMENT.....
 LEVEL.....BLOCK YEAR(S).....
 MODE OF TRAVEL: AIR/TRAIN.....
 ENTITLED CLASS..... LEAVE PERIOD.....
(in case of self only)

Details of Family Members(including Self, in case he/she is availing)

S.No.	Name of family members	Relationship	Date of Birth	Age

CERTIFIED THAT:

(Strike out whichever is not applicable)

- a) My spouse is not employed
- b) My spouse is employed in (Name of the organization).....
But he/she has not and will not avail of LTC for the aforesaid block year and for the members of the family as indicated above, from the said organization
- c) My parents are wholly dependent upon me and their monthly income from all s sources (including pension is not more than Rs.3000/-)
- d) My children are wholly dependent upon me and their monthly income from all s sources individually is not more than Rs.3000/-
- e) All the family members for whom LTC is proposed to be availed of are residing with me/they are not residing with but the concession is proposed to be availed of in terms of Sub-Rule 3.5.

Date:

(Signature of Employee)

Sanctioned subject to admissibility

- a) Signature of Competent Authority.....
 Name :.....
 Designation:.....
 Date :.....

**IPGCL/PPCL
FORM – III
Claim for Leave Travel Concession**

Dairy No.

Date

Name	Designation	E.No.	Department	Basic Pay

Period of absence	Block year under	LTC Aailed Journey	Headquarters/place of commencement visited	Name of place(s)
From To				

Details of Family Members:

S.No.	Name	Relationship	Age/D.O.B.

1. Certified that:

- (i) The members of the family for whom the claim is made are entitled to the concession as per rules and no claim has been made earlier for these journeys against the block year mentioned above.
- (ii) My husband/wife is employed in _____ (Name of the Organisation) but he/she has not claimed and will not claim the concession/fare against aforesaid block year and for the members of the family as indicated above from his/her organization.

(To be filled up where advance was drawn)

2. Certified that:

- a) I and my family members whose particulars are given above have traveled a distance of not less than 1800 kms (each way) for visiting afore mentioned place(s) from headquarters.
- b) For the purpose of my/our visit to place(s) mentioned above, the expenditure incurred by me was less than Rs. _____ which may be paid to me.

(To be filled up where advance was drawn)

- 3. a) With referemce to my application for the LTC advance, this is to declare that for the purpose of my/our visit to the place(s) mentioned therein, the expenditure incurred by me was not less than Rs. _____.
- b) Advance of Rs. _____ has been drawn by me.
- c) The balance of Rs. _____ may please be paid to me.

Date:

Signature of the employee

Countersigned

signature of the competent authority

Name:

Designation:

Date:

(For use by HR Department)

*A Certified that the claim has been verified with reference to LTC Sanction Order/eligibility and found to be in order, Entry has been made in his/her personal records.

B Ref.No. _____ LTC Office Order No. _____ dated _____ LTC for the Block Year _____ under 1800 kms. Scheme for the employee and/or family members mentioned above, has been verified with reference to eligibility and found to be in order.

Date: _____ AM(HR)Billing/DM(HR)

(For use by Accounts Department)

Passed for payment of Rs. _____ Received
Rs. _____
(Rupees _____ Debit
code _____)

Acctt./Sr.Acct. AM/DM(Fin) Signature of the employee

Date:

*Strike out whichever is not applicable.