

A-28011/01/2020-P&A
Indian Red Cross Society
National Headquarters
(18.08.2022)

CIRCULAR

Sub: Fulfillment of procedural requirements under LTC Rules:

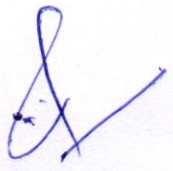
The Indian Red Cross Society is following the Rules of Government of India, if and when adopted, among other subjects, also related to availing Leave Travel Concession of the staff.

1. To simplify the procedure of application and make the procedure of processing of LTC claims time bound, following time-limits shall be followed by the P & A for processing the LTC applications/claims received by it.

S.no	Course of action	Time limit (from the date of receipt in P&A)
1	Leave Sanction	5 working days+3working days*
2	Sanction of LTC advance/ leave	5 working days+3working days*
3	Verification of LTC claim after the LTC bill is submitted by the employee for settlement	5 working days+3working days*

- Additional 3 days transit-time may be allowed in cases where the place of positing of the employee is away from their Headquarters.
2. Under CCS(LTC) Rules, the Govt servants are required to inform their controlling officer before the journey on LTC to be undertaken. Before availing LTC for himself or any family members, prior intimation to the Controlling Officer is necessary. Accordingly it has now been decided that the leave Sanctioning Authority shall obtain a self certification from the employee regarding the proposed LTC journey. The pro-forma for self certification has been annexed as Annexure-1.
 3. In addition to the above, it has been decided that whenever Red Cross staff applies for LTC, he/she shall refer to the guidelines which may be seen/accessed from IRCS website, a copy of which is annexed as Annexure -2. The guidelines need to be followed while availing LTC.

All are requested to follow the above INSTRUCTIONS..


(N.K. Singh)
Deputy Secretary

For information to:

Director (Blood Bank)

Deputy Secretary (MC)

Director (F& A)

All Sectional Heads

PS to SG

Notice Board

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2022-23 and the current four year block is 2022-25.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a-block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-1V) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders'<< 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The journeys on LTC are to be undertaken in the entitled class of the employee in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If an employee travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/ operated vehicle.

10. Employee may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
 - Within three months of completion of return journey, if no advance is drawn;
 - Within one month of completion of return journey, if advance is drawn.
13. An employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. An employee not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/ transport or actual expense, whichever is less.
15. In all cases whenever an employee claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balrner Lawrie & Co. Ltd/Ashok Tours Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the employee and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

"Have a pleasant journey and a happy holiday"

Proforma for self-certification by the Government employee

1. Sh./Smt./Kr. (Name of the employee)

wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

S. No.	Name	Age	Relationship with the employee

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.