

# **LTC Rules, TA Rules and Medical Bills**

# LTC RULES

Ref: Swamy's Compilation on LTC Rules & LTC Rules  
1988 from [dopt.gov.in/central-civil-services](http://dopt.gov.in/central-civil-services)

# LTC Block Year

- The present block of Four Year LTC period is 2018-2021 (First Block 2018-2019 and Second Block 2020-2021).
- During these LTC Block years, a Government servant can avail two concessions as follows:
- Both of them to Home Town, or First Block to Home town and Second Block to any where India, or First block to any where India and second block to Home town.
- The concession admissible for a particular block of two years, which is not availed of during that block, can be availed of in the first year of the next block by the Government servants

## Eligibility for LTC

### -Rule 2

- Any employee with one year of service on the date of journey.
- Period of unauthorized absence declared so under FR-17-A, will be treated as break of service for calculating continuous service unless the break is condoned.
- If an official is under suspension, the concession is admissible only to his family members.--Rule 7, GID(20).

## Eligibility for LTC -Rule 2

- 4. When both the husband and wife are Central Government servants-
  - (a) They can declare separate Home towns independently;
  - (b) They can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
  - (c) Either of the parents can claim the concession for the children in a particular block;
  - (d) The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.
  - (e) Combination with tour or transfer: The concession can be combined with journeys on tour or transfer.

-Rule 7, GID(9).

## Definition of Family for LTC --Rule 4(d)

- The Government Servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on him/her irrespective of whether they live with Government servant or not.
- Married daughters divorced, abandoned or separated from their husbands and widowed daughters residing with Government servant and wholly dependant on him.

## Definition of Family for LTC

--Rule 4(d)

- Parents and/or stepparents (stepfather and stepmother) wholly dependent on the Govt. Servant.
- Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependant on Govt. Servant provided their parents are either not alive or are themselves wholly dependant on the Govt. Servant.

## Definition of Family for LTC

--Rule 4(d)

- Children's of sisters who are divorced, abandoned, separated from their husbands or widowed are **NOT** included in the term of 'Family'.



## Eligibility for LTC

### -Rule 4

- A member of the family whose income from all sources does not exceed the amount of minimum family pension prescribed in Central Govt. (i.e. Rs 9000/- PM) and Dearness Relief thereon is deemed to be wholly dependent on the Govt. Servant.
- Husband and wife is one unit for the purpose of LTC and hence the condition of dependency is not applicable.

## Entitlements

### --Rule 12

- **Journey by Air/Rail/Steamers;**  
Same as on tour/transfer except DA but the facility of Air Travel for LTC is admissible from Level-9 only.
- W.e.f. 1.7.2017, travel by Premium Trains/Tatkal Trains/Suvidha Trains is permissible and the Tatkal Charges or Premium Tatkal Charges shall also be reimbursable.
- Entitle Officers and their family may travel only by Air India. The reimbursement of the expense has to be restricted to the cost of travel by Economy Class irrespective of Entitlement.

## Entitlements

--Rule 12

- Air Journey by non-entitled officers (Both national and private airlines) between place connected by train is allowed. Reimbursement would be restricted to the fare of entitled class. –Rule 12,GID(13)
- Employees of Pay Level 14 and above shall be entitled in Business/Club Class subjected to fulfillment of other conditions. –OM , dated 18.1.2018.
- Entitlements on Journey by Road will be same as for tour/transfer. Reimbursement admissible only in respect of jourines performed in vehicles operated by the Government or any Corporation in the public sector run by the central or state goverment or a local body.

# Entitlements

## --Rule 12

DOPT Order No.  
4302Ot21 2016-  
Estt (A. IV) 19.02.2020

- Air Tickets to be purchased directly from Airlines Booking Counters or Website of Airline or through Authorized Travel Agents, Viz. Balmer and Lawrie and Company, M/s Ashok Travels and Tours and IRCTC.
- In no case, the booking of tickets through any other agency is permissible.
- Cases seeking relaxation on the plea of lack of awareness of rules and on grounds of exigencies of work shall not be considered.

## Special Relaxation to Travel by Air to Visit NER, J&K and A&N

--Rule 12,GID(11)  
under (C) Special  
Relaxation to visit  
J&K.

- For FOUR years from 26.9.2016, all eligible Govt. Servants can travel by air to NER, J&K and A&N by covering one block of their Hometown LTC. Fresh recruits also eligible against conversion of one of the three Home Town LTCs in a block of four years.
- Govt. Servant entitled to travel by air can avail this LTC from their Headquarters in Economy class.

## Special Relaxation to Travel by Air to Visit NER, J&K and A&N

--Rule 12, GID(11)  
under (C) Special  
Relaxation to visit  
J&K.

- Non-entitled officer to travel by air in Economy class in following sectors.
  - (a) Between Kolkata/Guwahati and any place in NER.
  - (b) Between Kolkata/Chennai, Bhubaneswar and Port Blair.
  - (c) Between Delhi/Amritsar and any place in J&K.
- Journey by non-entitled employees from their Headquarters upto Kolkata/Guwahati/Chennai/Bhubaneswar to be taken as per their normal entitlement.
- Air travel to be restricted to Air India Economy class only at LTC-80 fare or less.

# Reimbursement

- No daily allowance shall be admissible on LTC
- Any incidental expenses and expenditure on local journies shall not be admissible.
- Fares for journies between duty station and hometown, both ways, will be reimbursed by Government in full. Reservation charges are reimbursable.
- A copy of guidelines should be provided to the official at the time of availing LTC by the sanctioning authority.

## Encashment of EL during LTC

- Encashment of earned leave while availing LTC. – will be admissible subject to the following conditions. –
- Limited to 10 days of earned leave on one occasion and 60 days in the entire career.
- Will not be deducted while computing the maximum admissible for encashment at the time of quitting service.
- The balance at credit should be not less than 30 days after deducting the total of leave, if any availed plus leave for which encashment was availed.—Rule 38-A.



## Encashment of EL during LTC

- Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
- Government servants may encash earned leave up to 10 days at the time of availing both types of LTCs i.e., 'Home town' and 'anywhere in India'. -Rule 38-A, GID (2-B)
- Within the same block, when one type of LTC, i.e., 'Home town' or 'anywhere in India' is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only. – LTC Rule 15, GID (8-A)

## Irregularities observed by Vigilance in LTC claims

- Ticket purchased for LTC are cancelled and journey not undertaken.
- While submitting claims of LTC the uncanceled tickets are submitted and the payments taken.
- The claims are taken in respect of the children which are not dependents. The claims are also taken in r/o the parents who are drawing pension and are not dependent on the Gov. Servant.
- LTC claims/payments received for the journey performed beyond the entitled class/ mode of transport.

## Irregularities observed by Vigilance in LTC claims

- In some cases office vehicle was also used for journey from home to Airport/Railway Station etc, which is not allowed.
- Claims were not restricted to the shortest routes.
- Boarding pass of Air Journey not submitted alongwith the claims.
- Tickets for journey by train and by Air purchased from unauthorized agencies/ agents.

## Irregularities observed by Vigilance in LTC claims

- Journey not performed upto the destination given in the LTC application submitted in office and permission/ approval granted by the office.
- Air Journey performed in private airlines and not in Air India.
- Airlines Tickets not purchased for LTC-80 fares.

Action on  
Fraudulent LTCs  
-Rule 16

Misuse of LTC. –

1. Disciplinary action will be taken and during its pendency –
  - (a) The disputed claim will be withheld; and
  - (b) Further LTC facility will not be allowed.
2. When disciplinary proceeding are over.
  - (a) If found not guilty –**
    - i) The withheld claim will be admitted; and

## Action on the fraudulent LTCs -Rule 16

(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 unveiled LTC. Such additional set(s) also should be availed before the date of superannuation.

### **(b) If found guilty –**

- (i) The withheld claim will be disallowed;
- (ii) next two sets – one to Home town and one to any place in India – will be forfeited; and
- (iii) in case of grave misuse, the Competent Authority may disallow even more than two sets;  
in addition to any penalty under disciplinary rules.

# Travelling Allowance on Tour

Swamy's compilation FR&SR Part-II

## TA Rules TA

### Tour Entitlement

- TA on Tour is from duty point/ residence at Headquarters to duty point at a distant station and Vice Versa. It comprises.
- Fare for journey by Rail / Road / Air / Sea.
- Road Mileage for road Journey otherwise than by Bus.
- D.A. for the entire period of absence from Headquarters including Journey period



Daily Allowances  
--FR & SR, Part-  
D A on Tours

Pay Level in Pay Matrix	Entitlement
1 4 a n d above	Reimbursement for Hotel accommodation/Guest House of upto Rs 7500/- per day Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements with official engagements for travel within the city and Reimbursement of food bills not exceeding Rs 1200/- per day.
12 & 13	Reimbursement for Hotel accommodation/Guest House of upto Rs 4500/- per day Reimbursement of AC taxi charges of upto 50 Km per day for travel within the city and Reimbursement of food bills not exceeding Rs 1000/- per day.

## D A on Tours

9 to 11	Reimbursement for Hotel accommodation/Guest House of upto Rs 2250/- per day Reimbursement of non-AC taxi charges upto Rs 338/- per day for travel within the city and Reimbursement of food bills not exceeding Rs 900/- per day.
6 to 8	Reimbursement for Hotel accommodation/Guest House of upto Rs 750/- per day Reimbursement of non-AC taxi charges upto Rs 225/- per day for travel within the city and Reimbursement of food bills not exceeding Rs 800/- per day.
5 and below	Reimbursement for Hotel accommodation/ Guest House of upto Rs 450/- per day Reimbursement of non-AC taxi charges upto Rs 113/- per day for travel within the city and Reimbursement of food bills not exceeding Rs 500/- per day.

## DA on Tour

- Reimbursements of Hotel charges for level 8 and below, amount of claim (up to Ceiling) may be paid without production of Vouchers against self-certified claim only. Additionally, for stay in Class 'X' cities, the ceiling for all employees upto Level 8 would be Rs 1000/- per day on the production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25% whenever DA increases by 50%.
- The entitlement prescribed in r/o Hotel accommodation/Guest House is exclusive of all Taxes/GST. Taxes will be reimbursed over and above entitlements, calculated on the above charges paid with in the entitlement.—OM dated 29.6.2018

## Entitlements for Journey on Tour or Training

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business Club class by Air or AC-I by train
12 and 13-A	Economy Class by Air or AC-I by train
6 to 11	Economy Class by Air or AC-II by train
5 and below	First Class/AC-III Chair Car by train

## Entitlements for Journey on Tour or Training

- Travel by Premium Trains /Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Doranto Trains allowed.
- Reimbursement of Tatkal Seva Charges which has fixed fare will also be allowed.
- Travel entitlements for Journey in by Premium/PremiumTatkal/Suvidha/Shatabdi/Rajdhani /Doranto Trains will be as under.

## Entitlements for Journey on Tour or Training

<b>Pay Level in Pay Matrix</b>	<b>Travel Entitlements in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Doranto Trains</b>
12 and above	Executive/AC 1 <sup>st</sup> Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/ Rajdhani/Doranto Trains as per available high class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 and below	AC 3 <sup>rd</sup> Class/Chair Car

## International Travel Entitlement

### Pay Level in Pay Matrix

### Travel Entitlements

17 and above

First Class

14 to 16

Business/Club Class

13-A and below

Economy Class

## Entitlements for Journey by Sea or by River Steamer

Pay Level and Pay Matrix	Travel Entitlements
9 and above	Higher class
6 to 8	Lower class if there are two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the Middle or Second Class. If four classes, the third class
3 and below	Lowest Class



## Entitlements for Journey by Sea or by River Steamer

**For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited:-**

Pay Level in Pay Matrix	Travel Entitlements (For travel between mainland and A&N Groups of Island and Lakshadweep Group of Island by Ships operated by SCIL)
9 and above	Deluxe Class
6 to 8	First/'A' Cabin Class
4 & 5	Second 'B' Cabin Class
3 and below	Bunk Class

## Irregularity observed by Vigilance in TA Claims

- Travelling between two Kendras/cities of different states by AC/SUV Vehicles beyond the entitlements of the Govt. official.
- Travelling by higher class beyond the entitled class in train/airlines.
- Staying in a Govt. owned guest house and submitting claims of staying in Hotel by submitting forged hotel bills.
- Using vehicles for personal sight seeing/local visits during the official tours.
- Travelling by lower class, however, submitting claims with tickets (railway/Airlines) of higher class.
- Using official vehicles during tour period, however, submitting claims for forged taxi bills.

# Medical Bills

Swamy's compilation Medical Attendance Rules.

## Definition of Family

- Family means;
  - i. Husband/Wife including more than one wife and also judiciary separated wife.
  - ii. Parents and stepmother
- In case of adoption, only the adoptive and not the real parents.
- If the adoptive father has more than one wife, the first wife only.
- A female employee has a choice to include either her parents or her parents-in-law. Option exercised can be changed only once during service.

## Definition of Family

- Children including legally adopted children, stepchildren and children taken as wards subjected to;
- Unmarried Son: Till he starts earning or attains the age of 25 years, whichever is earlier.
- Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.
- Son suffering from permanent disability of any kind- No age-limit.

## Definition of Family

- Widows daughters and dependent divorced/separated daughters:- *irrespective of age-limit.*
- Sisters including unmarried /divorced/ abandoned or separated from husband /widowed sisters:- *irrespective of age-limit.*
- Minor Brothers.
- Permanently disabled dependent brothers:- *No age-limit.*

## Dependency

- The income limit for dependency of the family members (other than spouse) is Rs 9000/- plus the amount of Dearness Relief admissible on Rs 9000/- on the date of consideration of the claim.
- Parents residing with either the Govt. Servant or rest of the family members in a station other than the employee's HQ are eligible for reimbursement.
- The spouse employed in a State Govt/Defence Railways or Corporation Bodies Financed partly/wholly by Central/State Govt., Local bodies and private organisations, which provides

## Dependency

medical Services may choose either the facilities under Central Govt. Rules or facility provided by the organization in which spouse is employed.

- Where both are Central Govt. Servants either of them may prefer claim for self and eligible members of their family, according to his/her status.
- If judicially separated, pending decision on guardianship, reimbursement for children may be allowed to either spouse.
- If the spouse is in receipt of fixed medical allowance, the Government servant can avail medical facilities under Medical Attendance Rules for himself and member of family residing with him except for spouse.— .



## Dependency

- In both the types of cases, a joint declaration to be furnished as to who will be preferring the claim. In the absence of joint declaration, the concession is to be availed by the wife and family members according to the status of the husband. Declaration may be changed as oftentimes as the circumstances like promotion, transfer, resignation.
- If judicially separated, pending decision on guardianship, reimbursement for children allowed to either spouse.

## Dependency

- If the spouse is in receipt of fixed medical allowance, the Govt. Servant can avail medical facilities under Medical Attendance Rules for himself and members of family residing with him except for the spouse.

## Irregularities

- Medical claims are taken for the father/mother who are drawing pension and are not dependent on the Government Servant.
- Medical Claims are taken in respect of the Children who are earning and are not dependent on Government Servant.
- Medical Claims are submitted for the treatment taken from the unauthorized/ un-empanelled hospitals.

## Irregularities

- Medical claims are submitted by enclosing fake/forged bills of medical stores/Pharmacy.
- Medical claims are submitted by enclosing fake/forged prescription slips/OPD tickets.
- Medical claims taken on the cash vouchers not certified/countersigned by the Doctor/AMA.
- Medical claims submitted by enclosing the vouchers/cash memos for the medicine purchased in the name of third parties.

**THE END**