

Telephone : 2721278

NCC Directorate (K&L)
State Wing (Finance)
Thiruvananthapuram-10

2929/F1-Fin/2014-15/NCC

21 Apr 2014

All NCC Group Commanders
All NCC Units
SS Coy NCC, Kazhakuttom

Leave Travel Concession to the State Government Employees-Issuance of Brief Guidelines

1. With reference to G.O(P) No.5/2013/Fin dated 02 Jan 2013 and G.O(P) NO.146/13/Fin dated 01 Apr 2013, the following guidelines are issued in brief on the subject matter.

- (a) **Admissibility** : To those who are appointed to State Government Service only once during the entire service on completion of 15 years of regular continuous service (reckoned for pension). LTC shall be admissible during any period of leave, other than Casual leave, Special casual leave and Maternity leave, Leave Preparatory to Retirement (Rule 88, Part-I, KSR also be referred). LTC admissible to an employee's wife/husband and their surviving unmarried children/step children or legally adopted children wholly dependent upon the employee (Dependency of family be recorded on page 5 of Service Book). When both husband and wife are employed in State Government Service, LTC claim should be preferred by any one of them only. The Husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.
- (b) **Not admissible to:** Employees on Casual/Daily Wage basis/Contract basis/re-employed after retirement/LWA for other employment or to join spouse/Suspension/Part Time Contingent.
- (c) **Place of Visit.** Can be any place in India subject to a maximum of 6500 Kms (combined distance of to and fro). Place of visit to be declared in advance and cannot be changed after commencement of journey.
- (d) **Grant of Advance.** 90% of the estimated fare in the entitled class.
- (e) **Re-imbusement.** 100% fare in the entitled class.
- (f) **Mode of journey.** Through shortest direct route by Air/Rail/Road/Steamer as per the entitlements of the Government Servant on tour as contemplated in Part II – KSR but incidental expenses and DA for Halt as admissible on Tour TA will not be granted.

contd....2/-

(g) **Sanctioning Authority.** Controlling Officer i.e Head of the Office of the employee and He/She may sanction:-

(i) **Leave.** The period of absence on account of availing LTC shall be regularized by sanctioning E/L,HPL,Commutted Leave, Leave without allowance under Rule 88,PartI,KSRs and during Leave preparatory to retirement as the case may be.

(ii) **Advance.** 90% of the estimated fare in the entitled class **provided suitable leave has been granted.**

(h) **Penalty for misuse/abuse of advance drawn for LTC.** In case where misuse/abuse in refunding the unutilized portion of advance drawn and paid, is proved, the competent authorities shall take action as indicated below:

(i) The entire amount of unutilized advance along with the penal interest @18% per annum and as modified from time to time shall be recovered in one lumpsum.

(ii) The right of the employee for availing the LTC shall be forfeited for the rest of the service.

(iii) Disciplinary action shall be taken against the employee as per rules.

(iv) If the Government servant is fully exonerated of the charge of fraudulent claim of LTC, he shall be allowed to avail the concession withheld earlier.

(j) **Head of Account.** Expenditure under LTC shall be met from the provision under '04-TE-4 LTC.

2. Application form for grant of LTC advance may be prepared in duplicate as per Appendix I&II of Government Order No. G.O(P)No.5/2013/Fin dated 02/01/2013 and *one copy duly filled and recommended by the Controlling Officer be submitted to this Directorate for release of allotment.*

Sdxxxxx
(B Chakravarty)
Major General
ADG NCC

Approved for issue


Accounts Officer (SW)

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JS(Est)/IT Cell for publication through Departmental website/
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