



भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **Railway Board**

Office Order No. 104 of 2018

Sub : Procedure for availing optional scheme of All India Leave Travel Concession (AILTC) facility for officers/staff working in Board's Office.

Subsequent to IR employees being given AILTC facility on optional basis in accordance with the CCS(LTC) Rules, 1988 as per Board's Order No. E(W) 2017/PS5-1/3 dated 10.09.2018, all officers/staff working in Board's office are also eligible to avail AILTC.

2. For availing the facility of AILTC, Officer/Staff working in Board's Office should have rendered four or more years of continuous service on the date of the commencement of the journey. The following guidelines may be adhered to by the applicant for availing AILTC:-

i) Privilege Pass Surrender Certificate (PPSC) may be obtained from 'G Branch by following the prescribed procedure as contained in Board's letter dated 10.09.2018. However, in the first instance before applying for PPSC, the concerned staff should check his/her eligibility for availing AILTC.

ii) Leave of any type may be applied for and a declaration/advance intimation letter as per proforma enclosed at **Annexure-I** intending to avail AILTC may be submitted to the concerned Establishment Branch (ERB-I, ERB-II & ERB-V) along with original copy of PPSC issued by 'G Branch.

iii) In case, AILTC advance is required, a separate request may be submitted as per prescribed proforma enclosed at **Annexure-II** to the concerned ERB section (ERB-I, II & V) in addition to submission of self-declaration/advance intimation letter. AILTC advance is to be applied 65 days (in case of Air travel) or 125 days (in case of train travel) before the proposed date of outward journey and within ten days of the drawal of advance, the concerned employee is to produce tickets, irrespective of the date of commencement of the journey.

iv) LTC advance upto 90% of the estimated fare would be sanctioned.

v) In case, an employee performs journey without intimation and submission of original PPSC to the concerned ERB section, claim for reimbursement under AILTC would not be entertained.

Continued/-

vi) Subsequent to performing the journey related to AILTC, necessary claims for reimbursement /difference of expenditure (in case of advance) may be submitted directly to respective Cash-I/II/III Sections as per enclosed proforma at Annexure-III for final settlement with all necessary required document.

vii) LTC claim as per Annexure-III is to be submitted within three months of completion of return journey, if no advance has been drawn; else, within one month of completion of return journey, if advance has been drawn.

viii) After undertaking journey, unspent amount of AILTC advance, if any, should be remitted within one month and in one lumpsum.

ix) Travel by Premium trains/Premium Tatkhal trains/Suvidha trains are allowed on LTC however, travel in such train is to be by shortest route. Reimbursement of tatkhal charges or premium tatkhal charges shall also be admissible for the purpose of LTC. Flexi Fare (dynamic fare) applicable in Rajdhani /Shatabdi /Duronto trains is also admissible for the journey(s) performed by these trains on LTC.

x) Those officials entitled for Air travel are required to travel by Air India only at LTC-80 fare or less. Fare indicated at LTC-80 is the maximum permissible ceiling limit for reimbursement; however, efforts should be made to book Air tickets at the cheapest fare possible.

xi) Those employees (i.e, Pay Level 1 to 8 of Pay Matrix as per 7th CPC) who are 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. Further, dynamic fare component in respect of Rajdhani/Shatabdi/Duronto trains shall not be admissible in such cases i.e., where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.

xii) In all cases, Air ticket is required to be booked either directly through the airlines (Booking Counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz 'M/S Balmer Lawrie & Company', M/s Ashok Travels & Tours, and IRCTC (to the extent IRCTC is authorized as per DOP&T's OM No. 31011/6/2002-Estt(A) dated 2.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted and no request for relaxation of rules for booking the tickets through any other agencies shall be considered by Board's office.

xiii) It may also be noted that Travel on Tour packages is not allowed, except in case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation(STDC) and 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 Government servant and his family members for which he/she is claiming the All India Leave Travel Concession.

Continued/-

xiv) All tickets purchased should be submitted in original alongwith boarding passes duly stamped by Airport authorities(in case of Air travel) at the time of submitting claims after performing journey.

xv) In respect of special relaxation relating to travel by Air (for those who are not entitled for Air travel under AILTC) on LTC to North East Region, Jammu & Kashmir and Andaman & Nicobar, DOP&Ts OM No. 31011/3/2018-Estt(A-IV) dated 20.09.2018 may be referred to.

3. Role of 'G-Branch', ERB-I, II, V, Cash-I, II & III sections and PAO/Office/RB would be as under:-

a) General Branch will issue the Privilege Pass Surrender Certificate (PPSC) for AILTC purpose within 10 days of receiving the request from Applicant as per the instructions contained in E(W)s above mentioned letter.

b) After receiving the request for optional AILTC as per Annexure-I & II, respective Establishment Branches (ERB-I, ERB-II & ERB-V) would verify/certify the necessary columns in it along with checking the admissibility as to whether the concerned employee is eligible for AILTC as per extant policy instruction and forward it to concerned Cash Section in case LTC advance has been sought.

c) An acknowledgement to the concerned employee may also be made and a copy of guidelines for perusal of employee may be given so as to ensure that the concerned employee is fully aware of the extant rules to be followed while availing optional AILTC and that there is no issue with regard to clearing of AILTC claim. In case AILTC is not admissible for the concerned employee, the same be advised in writing to the employee within three working days of the receipt of the intimation. A copy be also endorsed to the concerned Cash Section for information and record.

d) Concerned Cash section would process the case for LTC advance and reimbursement/claim as per extant rule for AILTC issued by Board's Office like normal reimbursement of TA/DA, Children Education Allowance(CEA) claim without referring it to Associate Finance. However, if any clarification is required on the extant rules, the nodal branch may be consulted. In respect of AILTC advance/clearing of claim, concerned Cash section are to sanction the amount based on concerned employee's eligibility for travel in AILTC, fares of shortest route by train and as per fare available under LTC-80 in respect of Air ticket.

e) After clearing of LTC claim, the concerned Cash Section would maintain the details of such claim separately as per CCS(LTC)Rule for maintaining register of LTC claim. Proforma is at **Annexure-IV**.

f) ERB-II, V and PAO Sections would also be required to make an entry in the service book of concerned employee claiming LTC along with an undertaking of completion of four or more years of service in this regard.

Continued/-

g) ERB-I, II, V, Cash-I, II, III & PAO sections may also go through the instructions issued on AILTC/LTC by E(W) branch & DOP&T before processing the request related to AILTC.

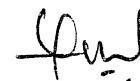
4. All concerned may note that any misuse of AILTC will be viewed seriously and the concerned official would be liable for appropriate action under the relevant rules. Cash section may also randomly get some of the air tickets verified from the airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

5. The above issues with the approval of competent authority.

Encl: Annexure- I to IV

No. 2018/O&M/2/15

Dated: 26/09/2018



(H . Moharana)

Joint Secretary/Railway Board

All Officers and Branches in Board's Office, Metro Bhawan and at Dayabasti.

JS(G)

DE/W, Dir/GA Dir/A,

ERB-I, II, V, Cash-I, II, III & PAO/RB

**Proforma for self-certification/Declaration by the Railway Employees
intending to avail AILTC**

I Shri./Smt./Km. (Name of the Railway servant) wish to confirm that I am availing AILTC (Any place in India) 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 AILTC has/have not availed of the same during the present block year.

2. Particulars of members of family, who are dependent on me, in respect of whom the all India Leave Travel Concession is being claimed are as under:

Sl.No.	Name(s)	Age	Relationship with the Govt. Servant
i			
ii			
iii			
iv			

3. I am enclosing original copy of PPSC issued on _____ to me by PIA.

3.1 A copy of my leave application is also enclosed.

4. 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 as applicable to Railway servant.

Signature of Railway Servant

Name :

Designation/Branch :

RUID No & Employee No :

Mobile No. :

Signature with date of SO/Branch Officer/Incharge

ERB-I/II/V

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

Application form for grant of AILTC advance

(To be submitted to concerned ERB Section)

1. Name of the Railway servant:
2. Designation:
3. Employee Number:
4. Date of Joining in Railway Service/Railway Board:
5. Present pay & Pay Level:
6. Whether permanent or temporary:
7. Whether original copy of PPSC submitted along with Intimation:
8. Whether spouse is employed and if so whether entitled to LTC:
9. a) The concession is to "visit anywhere in India", the place to be visited:
b) Block for which to be availed:
10. Single Rail fare/Bus fare/Air fare from the headquarters to place of visit by shortest route (both to and fro):
11. Persons in respect of whom AILTC is proposed to be availed:

S.No.	Name and Age	Relationship
i)		
ii)		
iii)		
iv)		

12. Amount of advance required Rs.....

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date:

Signature

RUID NO.

Mobile No.

(For use in Office)

1. Particulars in Cols. 1 to 7 verified: (To be verified by concerned ERB Branch)
2. Amount entitled for reimbursement: _____
3. Advance admissible (90% of amount): _____
Advance of Rs. may be sanctioned.

US/SO of concerned ERB Section for S.No.1

US/SO of concerned Cash Section for S.No.2 & 3:

PAO

PROFORMA for submitting AILTC claims (subsequent to performing journey)

AILTC BILL FOR THE BLOCK YEAR _____ TO _____

(Note :- This bill should be prepared in duplicate – one for payment and the other as office copy)

PART - A (To be filled up by Railway Servant)

1	Name of Railway Servant	
2	Designation	
3.	Employee Number	
4	Pay and Pay Level	
5	Headquarters	
6	Nature and period of leave sanctioned	
7.	Date of submission of Declaration/Intimation and PPSC to concerned ERB section.	

8. Particulars of members of family in respect of whom the AILTC has been claimed.

S.No.	Name(s)	Age	Relationship with the Government Servant
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			

9. Details of Journey(s) performed by Railway Servant and the member of his/her family.

Departure		Arrival		Distance in Kms	Mode of travel and class of accommodation used	No. of Fares	Fare Paid
Date and Time	From	Date and Time	To				Rs./Ps
1.	2.	3.	4.	5.	6.	7.	8.

10. Amount of Advance, if any drawn : _____

11. Particulars of Journey(s) for which higher class of accommodation than the one to which the Railway Servant is entitled was used.

From	Place		Mode of Conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fare Paid
	To						
1	2	3	4	5	6	7	

Date _____

Encl: Original copy of all Bills to be submitted along with all tickets/air tickets and boarding passes in original duly stamped by the Airport Authorities. Photocopy of advance intimation is also to be submitted to concerned ERB Unit.

Signature of Railway Servant

RUID No.

Mobile No

Self Certification (Part B)

I _____ Designation _____

RUID No. _____ Employee No. _____ Certify that:

1. Information as given in Part 'A' relating to my AILTC claim is true to the best of my knowledge and belief.
2. I have not availed of any benefit other than air travel as a part of the package offered by the airline.
3. That my husband/wife is not employed in Government / That my husband/wife is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years.
4. Certified that my wife/husband for whom L.T.C. is claimed by me is employed in(Name of the Public Sector Undertaking/Corporation/Autonomous body etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
5. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly by the Central Government or a Local Body which provides L.T.C facilities to its employees and their families.
6. I have already drawn AILTC claim for the Leave Travel Concession in respect of journey performed by me/my wife with.....children. This claim is in respect to the journey performed by my wife/myself withchildren none of whom traveled with the party on the earlier occasion.
7. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in r/o the block year.....

Date:
Place:

Signature of Railway Servant

Name :

Designation :

Mobile No. :

Part – C (to be filled by concerned Cash Section)

1. The net entitlement on account of leave travel concession works out to	Rs.	
(a) Railway/Air/Bus/Steamer fare	Rs.	
(b) Less amount of advance drawn vide Voucher No _____ dated _____	Rs.	
Net Amount	Rs.	
2. The expenditure is debitable to		
Initials of Dealing hands	Signature of SO/Cash-I/II/III	
	Countersigned – US/Cash	
	Signature of Controlling Officer - Dir/GA	
Note: Before sending the final Bill to PAO the following certificate in Part(D) may be obtained from concerned ERB Section. As regards entry in Service Book of Gazetted Officers, the same be taken care of at the time of final clearing of LTC claim.		

Part – D (to be Given by Concerned ERB Section/PAO/RB)

1. Certified that Shri/Smt/Miss has rendered continuous service for four or more years on the date of commencing the outward journey &
2. That necessary entries have been made in the Service Book of Shri /Smt /Miss _____

Signature of the Officer authorized
to attest entries in the Service Book – PAO/SO-ERB-I/II/V

For use in Pay and Accounts Office

Voucher No..... Dated.....

Pay Rs..... Rupees.....

VideDated.....

Signature of the PAO

REGISTER OF AILTC CLAIMS**(To be maintained by Concerned Cash Branch)****(To be Computerised and maintained in IPAS)**

Sl. No.	Bill No. & Date of Advance/Final Bill	Name, Designation, Employee Number and RUID of Railway Servant	Block Year	Place of Visit	For whom claimed	Amount of Advance/Final claim	Bill No. & Date of Adjustment	Date of Receipt of claim	Gross Amt. Of the bill	Net Amt.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

NOTES:-

1. Entries for advance bill should be made in red ink.
2. In case of final claim where no advance has been drawn, columns (1) to (7) only need to be filled up.
3. In case of adjustment bills, columns (9) to (12) against the S.No. of the advance bill should be filled up while passing the net claim.
4. If net amount of the adjustment bill is for a minus amount, particulars of recovery of the balance should be indicated in column (12).