



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2020/HQ/Admin/RTI-500

New Delhi: 06.07.2020

Sh. Mukesh Kumar
Bihar

Subject: Providing information w.r.t. Original Application received under the RTI Act.2005.

Reference: Your RTI Application dated 26.06.2020 received through DOPT.

Information as obtained from the concerned record holding office is attached.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

Ms. R. P. Chhibber
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.


06.07.2020

(S.K. Roy)
Dy. G.M/Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707

DA: 16 sheets

NOTE

Sub: Information sought under Right to Information Act-2005
Ref: DGM/Admin (PIO) letter no. 2020/HQ/ADMIN/RTI-500 dated
26.06.2020 of Shri Mukesh Kumar, Executive/OP&BD Emp.
Code-102039 (RTI applicant)

With reference to the above note, as per available record the desired information are as under:-

Item No.	Point	Reply
1.	Provide me list of dependant family member name	Copy attached
2.	Provide me LTC circular	Copy attached

AGM/HR

Shri
26/6/20


26/06/2020
AM/HR (OP&BD)

DGM/Admin.(PIO)

Personal Information Form

To be filled in capital letters

35 Family Details							
SN	Name	DOB (DD-MM-YY)	Age	Relationship with employee	Working	LTC Eligibility	Medical Eligibility
					Y/N	Y/N	Y/N
1.	RAMESH KUMAR	01-12-1970	49	FATHER	N	Y	Y
2.	KAMLA DEVI	21-11-1973	46	MOTHER	N	Y	Y
3.	HARSHBARDHAN KUMAR	13-12-1999	19	BROTHER	N	Y	Y
4.	MUKESH KUMAR	15-01-1994	25	SELF	Y	Y	Y
	Father's Income certificate enclosed						

Note 1: I certify that family members stated are dependent upon me as per DFCCIL Medical Rules/LTC and any change in the status in this respect shall be immediately intimated to HR, Corporate Office.

2. In case parents are to be included as dependents, current Original Income Certificate of Father (Mother in case father is no more) by the concerned government body viz District Authority, Tehsildar, Municipality, etc is to be attached, showing the annual income of parents' which should not exceed minimum family pension plus dearness relief thereon, prescribed by Central Govt from time to time.

36 Nomination for Gratuity					
SN	Nominee Name	Nominee DOB	Relationship with employee	Complete Address of Nominee / Guardian (In case of minor along with Guardian name)	% age of Share
		(DD-MM-YY)			
1.	RAMESH KUMAR	01-12-1970	FATHER	VILL - KARPI PURWARI MATHIYA PO + P.S - KARPI DIST - ARWAL (804419)	100%

Mukesh Kumar
07/11/2019



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड
भारत सरकार (रेलमंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
A Government of India (Ministry of Railways) Enterprise
Corporate and Registered office:
5th Floor, Pragati Maidan Metro Station Complex, New Delhi-110001.
Tele: 011-23454700 FAX: 011-23454701
Corporate Identity Number: U60232DL2006GOI155068

No.HQ/HR/LTC Policy/20 (201302245)

New Delhi; 12.10.2018

परिपत्र सं.Circular No.47/2018

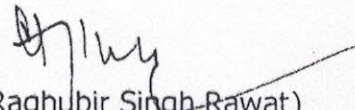
विषय: डी एफ सी सी आई एल के समेकित संशोधित एल टी सी नियम।
Sub: **Consolidated Revised DFCCIL LTC Rules .**
संदर्भ/Ref: इस कार्यालय का दि. 27.01.2010 का परिपत्र सं.HQ/HR/3/LTC Rules/20
This office Circular No.HQ/HR/3/LTC Rules/20 dt 27.01.2010.

The Revised LEAVE TRAVEL CONCESSION RULES (Chapter-XII of DFCCIL HR Manual) is enclosed herewith for information.

This is issued with the approval of the Competent Authority.

Hindi version is being issued separately.

Encl: Revised Chapter-XII of HR Manual.


(Raghubir Singh Rawat)
Joint General Manager/HR

Copies for information to:

1. Secretary to MD for information of MD.
2. Dir/OP&BD, Director/Infra, Director/PP, Dir/Finance & CVO.
3. All GGMs/GMs/AGMs/DGMs and their subordinate officers.
4. All CPMs/Addl. CPMs and their subordinate officers.
5. Company Secretary.
6. Notice Board
7. GM/IT (skbehra@dfcc.co.in) and AM/IT-I (prakashkumar@dfcc.co.in) for uploading the letter on intranet under 'circulars' hyperlink.

Chapter-XII
DFCCIL (LEAVE TRAVEL CONCESSION) RULES

1. Short title & Objective:

- (a) These Rules shall be called the "***DFCCIL (Leave Travel Concession) Rules***".
- (b) These Rules are meant to provide financial assistance to employees of DFCCIL in meeting the expenses of travel involved while availing of rest and recreation with their family away from their headquarters at their Home Town or elsewhere periodically.

2. Scope and Applicability:

- (a) These Rules shall apply to:
 - (i) Full time functional directors of the company
 - (ii) All regular employees of the Company with at least one year of continuous service in the company on the date of journey:
 - (iii) The deputationists from Central/State Government, Railways and other Public Sector Undertakings on permanent absorption in the company. The LTC facility will be in addition to the facility of post retirement complementary Railway passes or such facilities from previous employer. The deputationists on their permanent absorption in DFCCIL will be entitled for LTC without the condition of one year continuous service thereafter.
 - (iv) The employees from Central/State Government (except railway employees) and other Public Sector Undertakings working in the Company on deputation terms shall be eligible for LTC facility as per the rules in parent organization and the costs will be borne by the company on certification by the concerned organization.
- (b) These Rules shall not be applicable to:
 - (i) Casual or daily rated employees.
 - (ii) Persons engaged on contract basis including retired employees re-engaged as consultant.
 - (iii) Persons not in the whole time employment of the company, including outsource persons.
 - (iv) Persons who are eligible for any other form of travel concession from their parent organization as a part of service conditions.

3. Definitions:

- (a) "Competent Authority" means Managing Director, Director or any other officer of the company, having delegation of powers.
- (b) 'Family' means:
 - (i) Employee's spouse,
 - (ii) Two surviving unmarried children / step children / adopted children wholly dependent upon the employee, whether residing with the employee or not.

Explanation:

The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children prior to the coming into force of this restriction i.e. 20.10.1997; (ii) children born within one year of coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

- (iii) Married daughters, who have been divorced, or separated from their husbands, if residing with and wholly dependent upon the employee.
 - (iv) Unmarried brothers, unmarried sisters, divorced / separated sisters from husbands or widowed sisters residing with and wholly dependent upon the employee provided their parents are either not alive or are themselves wholly dependent on the employee.
 - (v) Parents and/or step parents (step-mother & step-father) wholly dependent upon the employee, irrespective of whether they are residing with the employee or not.
- (c) The "Dependency" will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. In other words, a member of the family of the employee other than the spouse, shall be treated as wholly dependent upon the employee if his/her income from all sources does not exceed the minimum family pension prescribed from time to time + dearness relief thereon.
 - (d) All employees are required to give a declaration of dependent family members in the form given in **Annexure-I** at the time of appointment in DFCCIL and changes thereafter, if any, should be intimated to the HR/Corporate Office within one month of such changes.
 - (e) "Home Town" shall be the place declared as such by the employee at the time of appointment/absorption in the company, where the employee was or near relations are still residing or where the employee owns immovable property or is a member of a joint family having such property. The declaration of home town shall be given in the prescribed form as per **Annexure-I**. Such a declaration shall be subject to acceptance by the competent authority. The hometown once declared and accepted by the competent authority shall be treated as final. In exceptional circumstances, the MD may authorize a change in such declaration provided that such a change shall not be made more than once during the entire service of an employee.
 - (f) The term 'shortest route' under the scheme means the fare by the shortest direct route irrespective of whether journey was performed by any other route.

4. General Conditions for grant of LTC:

- (a) The LTC shall be admissible during any kind of leave including Casual Leave.
- (b) LTC, however, cannot be availed claiming regular leave and resigning without returning to duty.
- (c) Where husband and wife are both DFCCIL employees, option will be available to choose separate home towns and may also claim LTC separately under the rules for their respective families. If either of them avails the facility as a member of the family of other the concession will not be permitted for self independently. The children shall be eligible for the benefit in one particular block as member of the family of one of the parents only.
- (d) An employee under suspension cannot avail of LTC as no leave of any kind is permitted. However, since the employee continues to be in service, the family members shall be entitled to LTC during the period of suspension.

5. Admissibility and Type of LTC:

- (a) The LTC to home town shall be admissible irrespective of the distance between the headquarter of the employee and the home town, once in a block of two calendar

years. The block year of the employee for the purpose of LTC will be as per the block year prescribed by DoP&T. The current four year block is 2018-21 while two year block is 2018-19 & 2020-21.

- (b) The LTC to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarter of the employee, once in a block of four calendar years.
- (c) The employee and his/her family can avail one All India LTC in exchange of one of the two hometown LTCs in a block of 4 years.
- (d) An employee whose family (spouse, children etc.) lives in home town or unmarried employee having left wholly dependent parents, sisters and minor brothers in home town, may avail of LTC **for self only** to visit the **home town every year**. This concession will be in lieu of all other LTC facilities admissible under this scheme, including the LTC to visit any place in India once in a block of four years.
- (e) **Fresh Recruit:**
 - (i) Fresh recruits from the open market in the company will be allowed LTC to their Home Town along with their family on three occasions in a block of four years and to any place in India on the fourth occasion. Accordingly, the entitlement of new recruits shall be different during the first two blocks of four years (i.e. during their first 8 years of service) **as per Annexure-A**
 - (ii) Entitlement of LTC may be carried forward in case of a previously serving in Central/State/PSUs who joins after having submitted Technical Resignation. In case of government employee who resigns within 08 years of his/her appointment and joins DFCCIL after Technical Resignation, the employee shall be treated as a fresh recruit for a period of 08 years from the date of his/her initial appointment under Central/State/PSUs. Thus if a direct recruit joins DFCCIL after serving in previous Government department for 04 years, he will be treated as a fresh recruit for 04 years in the corporation.
- (f) LTC to visit North-East Region (NER), Jammu and Kashmir (J&K) and Andaman and Nicobar Islands (A&N) by Air in lieu of a Home Town will be governed by the instructions/guidelines of DoP&T issued from time to time.

6. Declaration of place of visit under LTC to any place in India:

Declaration of place of visit under LTC shall be made in advance to the controlling officer. The declaration may be changed before the commencement of the journey with the approval of controlling officer, but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the employee.

7. LTC in different groups and at different times:

- (a) An employee and members of family availing of LTC may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey by the first group is performed, even if the return journey was performed after the expiry of the block of two years or four years. This will also apply to availing of LTC carried forward in terms of Rule-8.

- (b) During All India LTC, the employee and the family members may travel to different places of their choice at different times during a block of four years.

Note: It is clarified that full reimbursement as per the entitlement of the employee shall be allowed for the journey (s) performed on LTC by the family members from any place in India to Headquarters/place of posting of the employee and back. When such journey is performed from Home Town, the LTC shall be counted against "Home Town" LTC and in case the journey is from any other place in India, then it shall be counted against "Any place in India" LTC.

8. Carry forward of LTC:-

- (a) In case, the employee is unable to avail LTC for home town in any particular block of 2 years, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of two calendar years.
- (b) Similarly, the all India LTC once in a block of four years if not availed of in any block, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of four calendar years.
- (c) No Carryover of LTC to the next year is allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

9. Restricted Concession:

The LTC will be restricted to one way journey only when:

- (a) A dependent son gets employment or a dependent daughter gets married after completion of the outward journey or remains at the outstation for studies or for any other valid reason.
- (b) When the family having completed the outward journey does not intend to complete the return journey.
- (c) The employee's newly married wife coming from Hometown to headquarters station or a wife who has been living away from the employee travels to the headquarters station only on the "return" journey.
- (d) A child completes the fare-paying age only at the time of travel on the return journey.
- (e) A child adopted by the employee while on a visit to another station travels to the headquarters.
- (f) When the employee and his/her family travels to home town on his/her proceeding on Leave Preparatory to Retirement or terminal leave or within two months of retirement, provided the LTC is otherwise admissible.

10. LTC to Visit Home Town outside India:

LTC is restricted for visits to places in India only. If the Home Town of an employee is located outside the country, the LTC will be limited to journeys to and from the railway station nearest to the home town/ port of embarkation/ disembarkation in India.

11. Travel Entitlement on LTC:

For travel under the scheme of leave travel concession the entitlement shall be as under:-

Level of Officer	Entitlement
By Air mode	
GGMs & above	Economy
GMs/AGMs	Economy
DGM & above	Economy
AM & above	Economy
By Rail (including Rajdhani/Shatabdi)	
DGM & Above	AC-I/Executive Class
Sr. Executive to Manager	AC-II /CC
Below Sr. Executive	1st class/AC-III/CC
By Road	
GM & above	AC Bus / AC Taxi as per actual
Sr. Executive to AGM	AC Bus/Non-AC Taxi
Below Sr. Executive	Non-AC Public Bus as per actual / Auto rickshaw
By Sea/River Steamer	
AM & above	Highest Class/Deluxe Class
Below AM	Next lower class

Note:

- (i) The entitlement for Air Journey during LTC will be governed by the instructions issued by the Ministry of Finance and DOP&T from time to time.
- (ii) Travel entitlement as above shall be according to the status of the employee on the date of journey. No Daily allowance shall be admissible.
- (iii) Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining on notional basis when the journey is actually undertaken by some other mode.
- (iv) LTC shall be admissible in respect of journeys by chartered railway coach but the reimbursement of fare shall be restricted to the cost of fare by the shortest / direct route for his entitled class.
- (v) In case a journey is performed by a longer route or in higher than the entitled class, the reimbursement will be calculated by the shortest route as per his entitlement.
- (vi) Where an employee and / or his family avail(s) of the concessional circular tour tickets offered by the Railways in conjunction with LTC, the fare at the normal rate for the entitled/lower class actually used between headquarters and home town/place of visit by the shortest route, shall be reimbursed.
- (vii) In all cases of travel by AC Taxi, Taxi or Auto-rickshaw or Bus, production of fare receipt /tickets is necessary. The word "*as per actual*" mentioned in the table under Rule-12 (Road Journey) means - the expenditure incurred in actual (as per money receipts/bills), expenditure admissible to distance travelled on the basis of certain rates.
- (viii) Reimbursement shall not cover incidental expenses and expenditure incurred in local journeys.
- (ix) LTC partly by rail and partly by road on tours conducted by ITDC / State Tourism Development Corporations or local bodies would be permissible subject to the condition that the amount of reimbursement will in no case exceed to the rail/bus fare by the shortest/direct route for his entitled class.

- (x) Where an employee or family travels by road, by private car or otherwise, the reimbursement shall be equivalent to what would have been admissible had the journey been performed by the entitled class, or the actual expenses, whichever is less.
- (xi) Journey by air is permissible to non-entitled officers for LTC subject to condition that reimbursement of fare would be restricted to the entitled class by rail. Also, reimbursement at the rates applicable for Rajdhani/Shatabdi express trains is permissible provided the employee is entitled to travel by such trains in such class and the places visited or the portion travelled by air is directly connected by Rajdhani/Shatabdi. In case, the fare paid for the air ticket on LTC is less than the fare being charged for Rajdhani/Shatabdi trains, the reimbursement would be limited to the actual expenditure.
- (xii) Travel by Premium Trains is not permissible on LTC Hence, the fare charged by the Railways for journeys performed by Premium Trains shall not be reimbursed for the purpose of LTC.
- (xiii) If an employee/his family members is entitled to concessional train fare such as Sr.Citizen, Student concession, children, then in case of air travel, the reimbursement would be restricted to the full train fare in entitled class including Rajdhani/Shatabdi if full air fare has been charged by the airlines.
- (xiv) Flexi fare (dynamic) applicable in Rajdhani/Shatabdi/Duranto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in case where a non-entitled employee travel by air and claims reimbursement for the entitled class of Rajdhani / Shatabdi / Duranto trains.

12. Grant of advance and adjustments thereof:

- (a) An employee proposing to avail of LTC may draw an advance limited to 90% of the estimated final claim. For this purpose an application in the form specimen at **Annexure-II** shall be submitted to competent authority. An employee can draw advance for LTC journey before the proposed date of the outward journey as under:-
 - (i) In case by Rail: 125 days.
 - (ii) By any other mode: 65 days

He/she should, however, produce the outward railway tickets within 10 days of the drawal of advance to the competent authority.

- (b) Advance can be separately drawn for self and different groups of family members if traveling separately.
- (c) Advance for both the outward and return journeys will be admissible only if the return journey is to be completed within prescribed time limit as per mode of travel availed.
- (d) The advance shall be refunded forthwith in one lump sum by the employee if the outward journey is not commenced within prescribed time frame of the drawal of the advance. No request for recovery of the advance in instalments shall be entertained.

13. Interest at penal rate:

If the conditions to the grant of advance including those relating to the recovery of amount are not complied with fully and / or the rules regulating the grant of these advances have been violated, the interest @ 2 % per month over the interest rate allowed on the Provident Fund balances shall be charged.

14. Reimbursement:

- (i) Reimbursement of expenses towards journey shall be allowed as per the entitlements for the shortest direct route on production of original tickets. This scheme shall not cover incidental expenses/local journeys except conveyance charges from residence to station/airport and back.
- (ii) For family members of employees of DFCCIL, aged between 5-12 years, the actual rail fare shall be reimbursed for LTC as per the choice of rail tickets purchased by the employees.

15. LTC Claims:

- (a) **Submission of LTC claim:** An employee availing LTC for himself and/or his family should submit his claim for reimbursement in Form **(Annexure-III)** within the prescribed time and along with supporting documents.
- (b) **Time Limit for Submission of LTC Claims:** Where LTC advance is availed, LTC claim is required to be submitted within one month of completion of the return journey and Where LTC advance is not availed, LTC claim may be submitted within 2 months of completion of the return journey.
- (c) **Furnishing of Evidence and Certificates:** An employee while submitting LTC claim should produce such evidence (like rail tickets, bus tickets in original, cash receipts, Boarding pass and Air tickets, etc.) as will confirm his and his family members having actually performed the journey. The employee is also required to submit a certificate in the claim form to the effect that the various conditions relating to admissibility of LTC have been complied with.
- (d) **LTC Claim in respect of Spouse:** In case the spouse of an employee is employed in an office other than the DFCCIL which provides LTC facilities and the employee prefers spouse's LTC claim, he shall certify in the claim form that the spouse has not made a claim with his/ her employer for the same journey.
- (e) **Forfeiture of claim:** A claim for reimbursement of expenditure incurred on journey under LTC shall be submitted within the prescribed time limit. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

16. Disciplinary action for Fraudulent claim of leave travel concession:

- (a) Decision to initiate disciplinary proceeding on the charge of preferring a fraudulent claim of LTC shall debar future LTC till finalization of such disciplinary proceedings.
- (b) Imposition of any of the penalties specified in DFCCIL (Conduct, Discipline and Appeal) Rules for misuse of LTC facility shall debar the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. If the misuse is considered grave enough, more than two sets of LTC may be disallowed with reasons to be recorded in writing. Withholding of sets of LTC will be in addition to the penalty imposed. For this purpose, LTC to home town and to any place in India shall constitute two sets of LTC.
- (c) Full exoneration of the charge of fraudulent claim of LTC shall entitle the concession withheld earlier as additional set(s) in future blocks of years without attracting the provisions of lapsing of LTC facility not availed of within the first year of the next block. This should, however, be done before the normal date of superannuation.

17. Interpretation and Relaxation

In the event of any doubt regarding interpretation of these rules and relaxation of any provisions of these rules in individual cases of hardship, the decision of the MD shall be final and binding. MD shall also have the power to amend, modify, delete any of the provision of these rules, found necessary in future.

A handwritten signature in black ink, consisting of a stylized initial 'M' followed by a series of loops and a final horizontal stroke.

Declaration of Home Town and dependent family members

I, (Name) _____ Designation _____
 : _____ Emp. No. _____ Scale of Pay _____
 Rate of Pay _____ DOA/Absorption _____ hereby
 declare that my Home Town for the purpose of LTC is
 _____ falling within the District
 _____ of State _____.

I further declare that my spouse and other family members who are wholly dependent* upon me consists of the following members with the relevant particulars shown against each in the table below. I shall notify the changes, if any, as and when arise.

S.No.	Name of Family members, including self	Sex	Date of Birth	Age	Relationship

*Please refer to Rule 3 (b) & (c) of the DFCCIL (LTC) Rules.

Place :

Sign:

Date:

Designation:

Controlling Officer

Application Form for Grant of LTC Advance.

S.No.	Particulars	Details	
1.	Name & Designation of the Applicant (in block letter) / Emp. No.		
2.	Date of Joining DFCCIL.		
3.	Present Pay + Grade pay or present IDA Pay scale		
4.	Nature & period of leave sanctioned		
5.	Particulars of members of 'Family' (including self) in respect of whom LTC is proposed to be availed.	Name & age	Relationship
6.	a) Name of the place to be visited with the nearest railway station (in block letters) b) "Home Town" as declared under the rule. c) Specifically mention the block for which LTC is to be availed.		
7.	Probable date of commencement of the journey		
8.	Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route in the entitled mode/class		
9.	Amount of LTC advance required		

A. Certified that:

- a) I am availing of the concession for the first time during the block years _____.
- b) The Family members in respect of whose journey(s) the advance is being claimed are entirely dependent upon me.
- c) That my wife/husband is not an employee of DFCCIL. He/She has not availed of the concession separately.
- d) That the journey(s) shall be performed by the class of accommodation for which the advance has been drawn.

B. I undertake:

- a) To refund the advance in full forthwith if the outward journey is not commenced within 30 days of the drawal of advance.
- b) To refund the Company one half of the advance forthwith where the advance has been drawn for both the outward and return journey and later it becomes clear that the period of absence from headquarters is likely to exceed 90 days.

- (c) To submit the LTC claim along with journey tickets / cash receipts, etc. against the advance drawn within 30 days after the completion of the return journey.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to return the advance in one lump-sum, in case the outward journey is not commenced within 30 days of receipt of the advance.

Dated : _____

Signature of the Employee

Controlling Officer

For Official Use

Passed for payment of Rs. _____ against the block year of _____
_____ for the Home Town/All India.

Dealing Officer/HR

DGM/JGM (HR) (for CO)/Associate HR/Finance (for units)

GM/HR/CPM (for approval)

Finance/Finance Head at CPM/Units (for payment)

LTC Claim Form

1.	Name of the employee	
2.	Date of appointment	
3.	Designation/Department	
4.	Employee No	
5.	Basic pay and scale	
6.	Period & nature of leave availed	
7.	(i) Block year during which the concession last availed of (ii) Block years during which the concession now applied for	
8.	Please indicate the type of LTC i.e. Home Town or All India	
9.	Place of visit	
10.	Details of journey undertaken (please enclose journey tickets, cash receipts, etc.)	

S.No.	Name	Relationship and age	Date of journey	From	To	Distance	Mode	Fare
OUTWARD JOURNEY								
RETURN JOURNEY								

11. Amount of fare claimed as per rules : _____
 12. Amount of advance taken, if any : _____
 13. Balance amount payable / receivable: _____

Date: _____

Signature of the employee

Controlling Officer

For Official Use

Passed for payment of Rs. _____ against the block year of _____
 _____ for the Home Town/All India.

Dealing Officer/HR

DGM/JGM (HR) (for CO)/Associate HR/Finance (for units)

GM/HR/CPM (for approval)

Finance/Finance Head at CPM/Units (for payment)

Check list for Scrutinizing and processing of LTC claims:

The following points should be kept in view while scrutinizing and processing the LTC claims:

- (i) Whether the employee has completed one year of continuous service on the date of journey.
- (ii) Whether the claim has been preferred within one month / two months of the date of completion of the return journey.
- (iii) Whether the claim is for the journey performed within India.
- (iv) Whether the home town is the permanent home town recorded in the service book or as declared by the employee for this purpose.
- (v) Relationship of the members of the family and age.
- (vi) Whether the employee is entitled to the class of accommodation by which he has travelled.
- (vii) Whether the claim is by the shortest route.
- (viii) Whether the employee has previously intimated before the journey was undertaken.
- (ix) Whether proof of journey i.e. railway tickets / cash receipts / bus tickets, etc. submitted.
- (x) Whether the concession has been availed as per the entitlement in the relevant block year.
- (xi) Whether the advance taken has been adjusted in full or to be recovered /refunded.
