



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No- 1751/D(AA)/16

Date: 21, Nov, 2016

CIRCULAR

The undersigned is directed to circulate to all concerned the modalities of LTC forms and guidelines as finalised by the IEST, Shibpur Administration and duly approved by the Director.

Sd/-
(Dr. Bivore Das)
Assistant Registrar


- Encl:**
1. Application form for LTC without advance & with advance(3 pages)
 2. Proforma for self certificate (2 pages)
 3. Self certificate to be given by the Employee(2 pages)
 4. Application for 10 days leave encashment under LTC
 5. Guide line for LTC(2 pages)
 6. LTC bill for submission (4 pages including part A & B).

Memo No. 1751/D(AA)/16 (7)

Date: 21, Nov, 2016

Copy forwarded for information and necessary action to:

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Officers
4. All Section In-Charges
5. The PS to the Director
6. The Jr. Supdt.(Record Section) for guard file
7. Institute website.


21/11/16
Assistant Registrar



Indian Institute of Engineering Science and Technology, Shibpur

APPLICATION FORM FOR LTC WITHOUT ADVANCE

The Dean Administrative Affairs/Faculty Affairs
IEST, Shibpur

Date:

Through proper channel

Sir,

I intend to avail Leave Travel Concession without taking advance. I am submitting the following with supporting document for your kind information and necessary action please. I shall submit my claim in prescribed format for reimbursement after completion of LTC journey.

Sl. No.	Particulars to be submitted with supporting documents, if required	Description		
1	Name of the place to be visited(furthest point)			
2	Home Town			
3	Conversion of Home Town			
4	Other than Home Town			
5	Name of the family members with age (dependency certificate to be submitted along with the application issued by competent authority in case of family members exceeding 18 years)	Name	Relation	Age
6	Block / extended block /year			
7	Period of proposed Journey	From	to	
8	Mode of journey			
9	Kind of leave/Vacation(<i>Please attach leave application</i>)			
10	Date of joining of Institute Service			

I understand that my LTC claim would be settled as per extant LTC Rules of Government of India / IEST, Shibpur

Thanking you,

Yours faithfully,

Signature with date:
Name :
Designation and ID No.:
Department:
Mobile No.

Signature of Controlling Officer.



Indian Institute of Engineering Science and Technology, Shibpur

APPLICATION FOR LEAVE TRAVEL CONCESSION WITH ADVANCE

1. (a) Name of the Official :-----
(in Block Letters)
(b) Employee Code (ID) No. :-----
(c) Mobile No. :-----
2. Designation
3. Department/ Office to which attached :-----
4. Basic pay in the present grade :-----
5. Date of appointment in the Institute Service :-----
6. Place of Home Town as declared in the Service Book :-----
7. Particulars of LTC availed for previous Block Years :
(i) Block Year----- (ii) Home Town (ii) Anywhere in India
8. Particulars of LTC now proposed to avail : Block Year-----
(i) Home Town / Conversion of home town (in lieu of home town)-----
(ii) Anywhere in India (Other than home town)-----
9. Whether applied for Leave :------
(Nature of Leave to be mentioned),
Please attach leave application.
10. Whether LTC advance already taken has been settled in full or pending settlement:-
11. Place of visit (farthest point) :-----
12. Proposed date of onward journey :-----
13. Proposed date of return journey :-----

14. Particulars of the family members availing the facility (only dependent and unmarried persons are allowed/ dependency to be admitted as per LTC rule against supporting document)

Sl.No.	Name	Age	Relationship	Whether Dependant

15. Class of accommodation proposed to be availed in the Railway/AIR/Road journey : -----

16. Bus fare/Railway fare/Air fare for one way : -----

17. Total fare for both ways : -----

18. Amount of advance required: ----- (Subject to Max of 90% of Sl. No. 17)

19. The Office in which the spouse of the Institute staff is employed: -----

20. If the spouse is eligible for LTC or similar concession from his/her Employer, details may be provided with supporting document / certificate from employer . Whether declaration has been given that he/she will not claim LTC himself/herself and family from his / her office

Date:

Signature of Employee

Remarks of the Controlling Officer

Signature of Controlling Officer
with seal and date

To be filled up by the Accounts Office

Position of earlier outstanding LTC advance: Cleared / NOT Cleared

Advance Admissible Rs _____ (In words) _____

Dealing Hand

Signature of Finance Officer

To be filled up by the Establishment Section

Approving authority

AR/DR

The Dean Administrative Affairs/Faculty Affairs

The Dean Administrative Affairs in the case of all non-teaching employees and The Dean Faculty Affairs in the case of faculty members



Indian Institute of Engineering Science and Technology, Shibpur

Proforma for Self-Certification

(To be submitted with the LTC application form)

1. I Sh./Smt/Kr./Dr./Prof.(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:

Sl No.	Name(s)	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.

4. I also certify that-

I hereby certify that the above particulars furnished by me are true and correct.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not alter the place of visit mentioned in the application without prior approval of the competent authority.

I also agree to refund half of the advance if the return journey could not be performed within 90 days from the date of the advance.

I also agree to produce evidence of purchase of tickets etc., for myself/members of my family as the case may be, for the outward journey within 10 days of receipt of the advance

I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump-sum from the next drawal of my salary, together with the penal interest @ 2 % or applicable rates over and above the normal interest of G.P. F.

I am also aware that my claim will be forfeited, if I fail to submit the bills within 3 (three) months from the date of completion of journey

I also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing of permissible leave and not during week-end holidays/other holidays alone.

I also declare that the LTC proposed to be claimed for the members of my family in this application are wholly dependent upon me and their individual monthly income from all sources does not exceed the amount of Rs. 3,500/- p.m. plus Dearness Relief thereon.

Date

Signature of Employee

Designation

CERTIFICATE TO BE GIVEN BY THE IEST EMPLOYEE

1. I HAVE NOT SUBMITTED ANY OTHER CLAIM SO FOR Leave Travel Concession in respect of myself or my family members in r/o the block of the years _____ and _____

2. I have ALREADY DRAWN TA FOR THE Leave Travel Concession in respect of journey performed by me/my wife with _____ children. The claim is in respect to the journey performed by my wife/myself with _____ children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn TA for the Leave Travel concession in respect of a journey performed by me/my wife with _____ children/ _____ children in respect of the block of two years _____ and _____. This claim is in respect of the journey performed by my wife with _____ children/ _____ children none of whom availed of the concession relating to that block.

4. I have already drawn TA for the Leave Travel Concession in r/o of block of two years _____ and _____. This claim is in r/o of the journey performed by me in the year _____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from place of work.

5. The journey has been performed by me/my wife _____ children/ _____ children to the declare home town viz _____

6. That my husband /wife is not employed in Government.

or

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 years.

7. 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.

8. 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 owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of IESTS Employee

LTC Certificate

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :

- I. That Shri/Shrimati/Kumari (Name of the Govt. Servant) _____

Has rendered continuous service for one year or more on the date of commencing the outward journey.

- II. That necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) Part II dated 11th October,1956 have made in the Service book of Shri/Shrimati/Kumari _____

Signature of

Assistant Registrar

Signature of

Dean Administrative Affairs/Dean Faculty Affairs



Indian Institute of Engineering Science and Technology, Shibpur

The Dean Administrative Affairs/Faculty Affairs
IIEST, Shibpur

Date:

Through proper channel

Sub.: Request for 10 days earned leave encashment for Leave Travel Concession

Sir,

I intend to avail/ availed Leave Travel Concession with/without taking advance. I am submitting the photocopy of the tickets of outward/to & fro journey / I have already submitted LTC bills in prescribed format for adjustment/reimbursement. Kindly arrange for 10 days leave encashment for the said LTC journey.

Sl. No.	Particulars to be submitted with supporting documents, if required	Description
1	Name of the place to be visited/visited (furthest point)	
2	Pay slip attached for the month	
3	Block / extended block /year	
4	Period of Journey	From to
5	Mode of journey	
6	Kind of leave/Vacation	
7		

Thanking you,

Yours faithfully,

Signature with date
Name :
Designation and ID No.
Department
Mobile No.

- Please strike out the words/sentences which are not applicable

GUIDELINE FOR LTC

1. Please ensure that you have applied for leave and submitted the self-certification form to the appropriate Authority through proper channel 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 in lieu of one of the two journeys to Home town in a block of four years. 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 2016-17 and the current four year block is 2014-17.
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 IEST,Shibpur for the first time. (For details, please refer to DoPT's O.M.No. 31011/7/2013-Estt.(A-IV) 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 this option choose to avail LTC under the normal LTC rules as applicable to other Government 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 Government 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 Government servant 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 a Government servant travels on LTC unto the nearest airport / railway station by authorised 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 the part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorized mode of transport. This will be subject to the undertaking from the Government 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. Government servant 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.
12. Expenses of journey is allowed only on the basis of a point to point journey, on a through ticket over the shortest direct route.
13. 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.
14. 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.
15. Employees 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 expenses, whichever is less.
16. 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 Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC. Booking of tickets through **ANY OTHER AGENCY IS NOT PERMISSIBLE.**
17. 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/STD/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.
18. Please ensure that LTC claim be as per the instructions to avoid rejection of claim.
19. Leave encashment is taxable income.
20. No. Government employees whose headquarters/place of posting and Home Town are one and the same are not eligible for Home Town LTC.
21. No. Employees whose Home Town & Headquarters are same are not eligible for Home Town LTC and hence, the question of conversation of Home Town LTC to travel to these places under special concession scheme does not arise.

“Have a pleasant journey and a happy holiday”

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

LEAVE TRAVEL CONCESSION BILL

For the Block of yearsTo

G.A.R. 14 -C

Sub Bill No. _____

LEAVE TRAVELL CONCESSION BILL FOR THE BLOCK OF 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 employee)

1.	Name		
2.	Designation		
3.	PAY+SI+NPA		
4.	Headquarters		
5.	Nature and period of leave sanctioned (copy of the sanction order)	From	To
6.	Name of place visited (furthest point)		
7.	Particulars of members of family in respect of whom the L.T.C has been claimed.		
	SL. No.	Name(s)	Age
			Relationship with the IESTS Employee
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
8.	Details of journey(s) performed by employee and the members of his/her family.		

Departure		Arrival		Distance in Kms	Mode of Travel & class of accommodation used	No. Of fares	Fair Paid	Remarks
Date & Time	From	Date & Time	To					

9.	Amount of advance, if any, drawn Rs.							
10.	Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled was used.(Sanction No. & Date to be given)							
	Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. Of Fares	Fare Paid	
	From	To					Rs.	P.
11.	Particulars of journey(s) performed by road between places connected by rail							

Nature of Place		Class to which entitled	Rail Fare	
From	To		Rs.	P.

Certified that the:-

1. Information, as given Above is true to the best of my knowledge and belief; and
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members of the concerned block of _____ years.

Date _____

Signature of Employee

Certificate that necessary entries have been made in the Service Book of Shri/Shrimati/Miss _____

Signature of the Assistant Registrar

to attest entries in the Service Book.

Part – B (to be filled in the Bill Section)

1. The net entitled on account of leave travel concession works out to Rs. _____

As detailed below:-

a) Railway/Air/Bus/Steamer fare Rs. _____

b) Less amount of advance drawn vide Rs. _____

Voucher No _____ dated _____

c) Net Amount Rs. _____

2. The expenditure is debitable to

Initial of Bill Clerk

Signature of Finance Officer

Passed for

Rs. _____ Rupees _____

Signature of Finance Officer