

अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर- 814152
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814152(INDIA)
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare)
भारत सरकार/ Government of India
Website-www.aiimsdeoghar.edu.in

No: AIIMS Deoghar/Admin/ LTC/2024

Date: .08.2024

Circular

Subject: Circulation of guidelines regarding LTC/ Home Town LTC.

All Faculties/ Officers/ Employees who intend to avail Hometown LTC/ All India LTC are requested to go through following guidelines:-

1. If a Faculty/ Officer/ Staff intends to avail LTC/ Home Town LTC, he shall ensure before applying for LTC/ Home Town LTC that:-
 - a. He/ She will ensure that his home town is correctly indicated in his service records. Otherwise he should take action to have his hometown entered therein.
 - b. He/ She will ensure that his family details are updated.
 - c. When the Government Servant intends to avail of the Leave Travel concession to visit "anywhere in India" by himself or by any member(s) of his family, He/ She should declare the intended place of visit to the Controlling Officer. The official and/ or member(s) of the family must visit that place to become eligible for reimbursement of the claim.
 - d. If Faculty/ Officer/ Staff wants to change intended place of visit, must take permission before commencing journey.
 - e. Whenever the Faculty/ Officer/ Staff intends to avail LTC he should inform the Controlling Officer before commencement of the journeys and also ensures that leave is granted before commencing journey.
 - f. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer before the commencement of the journey.
 - g. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

- h. Faculty/ Officer/ Staff should to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize financial burden on the Institute.
 - i. If spouse of Faculty/ Officer/ Staff is employed in a Government Organization, Autonomous Body or PSU or any Government Establishment, he have to submit joint declaration through office of the employers.
2. After return from LTC/ Home town LTC, Faculty/ Officer/ Staff should submit his claim as under:-
 - a. Claim form should be duly filled in annexure-I,
 - b. Faculty/ Officer/ Staff should produce evidence of his having actually performed the journey.
 - c. If he takes an advance under this scheme, he should ensure that the outward journey is commenced within 30 days of grant of the advance or refund the full advance. In all cases, tickets should be produced within ten days of drawl of the advance. He should see that half the advance is refunded if the period of leave/ absence exceeds 90 days.
 - d. He should submit bills adjusting the advance taken within one month form the completion of the return journey.
 - e. All the bill should be duly verified by the Government Servant.
 3. In case of submission of false statements, Government Servant liable for appropriate action under Rule-16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules. Government Servant have to submit self-certification in the proforma in annexure-II.
 4. Faculties/ Officers/ Staffs are also advised to go through CCS (LTC) Rules, 1988, Compilations of orders issued by DoPT vide OM No.DOPT-1714455840135 dated 30 April, 2024 and clarifications issued from time to time by DoPT in this regard.

This issues with the approval of the Competent Authority.

Dy. Director (Admin)
AIIMS Deoghar

Copy to:-]

1. Executive Director, AIIMS Deoghar
2. MS/ All Deans/ HODs/ Principal CON/ EE (C)/ EE (E) AIIMS Deoghar
3. Accounts Officer, AIIMS Deoghar
4. All faculties/ staffs AIIMS Deoghar

5. Guard File.

Annexure-I

(LEAVE TRAVEL CONCESSION BILL)

Sub Bill No.....

For the Block Years: -

Type of LTC: Home Town LTC/ All India LTC/ All India LTC (Converted from HLTC)

(NOTE:- This bill should be prepared in duplicate One for payment and the other as office copy)

PART 'A'

(To be filled by the Government Servant)

1. Particulars of Members of family in respect of whom the Leave Travel Concession has been claimed.

Sl No	Name(s)	Age	Relationship with the Government servant.	Occupation
1				
2				
3				
4				
5				

2. Details of Journey(s) performed by Government Servant and the members of his/her Family.

Departure Date, time & Place	Arrival Date, time & Place	Distance	Mode of travel	Class of Accommodation used	No. of fare	Fares paid	
						Rs.	
Total Amount							
Amount of Advance Drawn, if any							
Amount Claimed After Advance							

3. Amount of advance, if any, drawn:-

(Signature of Govt. Servant)

Contd. To P/2..

(02)

4. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given):-

Place		Mode of Conveyance	Class to which entitled	Class which actually travelled	by No. of fares	Fares paid	
From	To					Rs.	Ps.

5. Particulars of journey(s) performed by road between places connected by rail:-

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	Ps.

CERTIFIED THAT:-

- The information as given above is true to the best of my knowledge and belief;
- 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 for himself/herself or for any of the family members for the concerned block of year -----
- That my husband/wife for whom LTC 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 not preferred and will not prefer, any claim in this behalf to his/her employer; and
- That my wife/husband for whom LTC 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 LTC facilities to its employees and their families.
- That my family members shown above are fully dependent upon me.
- 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.

Signature of Government servant

Date:.....

Name:
Designation:.....

Employee Code:

Email:

Certificate to be Given by Administration

1. Certified that necessary entries have been made in the service book of Dr./shri/
Smt/ Ku.
2. Joint Declaration/ Certificate received from his/ her husband's/ wife's Office. He will
avail LTC & other benefits from this office.

Signature of the Officer Authorized to attest in the service book

Annexure-II

Self-certification by the Government Employees.

1. I Dr./Sh./Smt./Kr..... wish to confirm that I am availing (Home Town/ All India LTC) in respect of self/ family member (s) for the block year..... to visit during 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 LTC is being claimed are as under:

SL No	Name (s)	Age	Relationship with the Govt. Servant	Occupation

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.

Name & Signature of Gov. Servant
Designation.....