

SESSION OVERVIEW

In Government service, an employee is duty bound to serve the Government at the place wherever he is posted (*subject to certain conditions applicable to different cadre in respect of transfers*). While serving the Government, a Government servant may undergo movement from one post to another either within the same station or to another station to take up duties of a new post or in consequence of change of his headquarters. Under these circumstances, the employee requires certain time to affect the transit, in case change of station is involved; or to understand the location of his new office if in the same station. This time period is referred as **Joining Time** which, subject to certain limitations, is granted to the employee.

The eligibility conditions and the time limit of the Joining Time is governed by **Central Civil Services (Joining Time) Rules, 1979**. The salient features of the Rules will be dealt in detail in this session.

In addition to this, discussion will also be made on the travel concession available to a Government servant. The **Leave Travel Concession (LTC)** admissible to the Central Government Civilian employees other than Railway employees was originally introduced in 1956.

On the recommendations of the 3rd Pay Commission, the scope of the concession was enlarged and the LTC as it stands today consists of two schemes: (i) Home Travel Concession; and (ii) All India Travel Concession.

Under the first **The Home Town LTC** admissible in a block of two years helps the government servants to perform their important social and family obligations at their hometown.

The concession to visit **any place in India** once in a block of 4 years which is admissible to government servants and their family members, is of recreational, educational, and cultural value and it also promotes social integration. Taking off from the work place for visiting other places of interest not only improves the quality of life of the government employees but it also helps them in discharging their official responsibilities with renewed vigour.

LEARNING OBJECTIVES

In the session the participants will be informed about

- Various rules of CCS (JT) Rules, 1979.
- Admissibility and terms and conditions in making claim of Joining Time.
- Limitations of Joining Time subject to the distances between the headquarters and the new place of posting.
- Leave Travel Concession (LTC).
- Admissibility of LTC.
- Types of LTC – Home town & Any place in India.
- Concept of Block Year for HTC and All India LTC.
- Procedure of drawing advance/reimbursement of LTC.

A. JOINING TIME

1. Definition

Joining Time, in short JT, is defined in **Rule 3** of the CCS (Joining Time) Rules, 1979; to mean *the time allowed to a Government servant in which to join a new post or to travel to a station to which the employee is posted.*

2. Admissibility

Joining time shall be granted to a Government servant to join on transfer in public interest, a new post either at the same station or a new station.

[Rule 4 (1)]

2.1 Admissible

- (i) To permanent/ temporary employees and permanent/ provisionally permanent State Government employees on appointment on the results of a competitive examination/ interview open to Government servants and others, (*however, joining time pay will not be admissible to temporary Central Government employees who have not completed 3 years of regular continuous service*).

[Rule 4(4)]

- (ii) To surplus staff transferred from one post to another under the Scheme regulating redeployment of surplus staff.

[Rule 4(2)]

- (iii) To officials discharged due to reduction of establishment in one office and appointed in another office if the orders are received while working in the old post. If they are appointed to the new posts after discharge, the period of break may be treated as joining time without pay, if it does not exceed 30 days, and the officials concerned have rendered not less than 3 years, continuous service.

[Rule 4(3)]

- (iv) Once in a calendar year, while proceeding on leave from a place in a remote locality or to a place in a remote locality.

- (v) Once in a calendar year, while returning from leave from a place in a remote locality or to a place in a remote locality.

- (vi) Once in a calendar year, to officials domiciled in the Union Territories of Andaman and Nicobar Islands, Lakshadweep, while proceeding on leave to their home town in another island on the UT and returning from home town.

[GOI (1)]

2.2 Not admissible- Joining time is not admissible on temporary transfer but only actual transit time, as on tour, is admissible.

[Rule 4 (1)]

3. Time limit of Joining Time

3.1 *Same Station* - One day is admissible on transfer to join a new post within the same station or in another station which does not involve change of residence. "Same Station" means the area within the same municipality or corporation, and its contiguous suburban municipalities, notified areas or cantonments.

[Rule 5 (3)]

3.2 *One station to another*

- (i) One day is admissible if change of residence is not involved.
- (ii) If change of residence is involved, joining time will be admissible with reference to the distance between the old and the new stations by direct route and ordinary mode(s) of travel. The time limit of joining time will be as follows.

* In cases of travel by air, the maximum joining time admissible is 12 days. [Rule 5 (4)]

3.3 In the cases of stations in a remote locality, additional days of joining time over and above the number of days indicated in the above table will be granted.

[Rule 5(5) GOI (1)]

3.4 *Actual and not weighted distance*

Distance should be calculated on actual basis and not on the weighted one for which fare is charged by the Railways in some sections.

[Note below Rule 5 (4)]

3.5 *Holidays*

When holiday(s) follow(s) joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s).

[Rule 5(4)]

3.6 *Calculation from old Headquarters* - To be calculated from the old headquarters in all cases, including

- (i) where an employee receives the orders in a place other than his Headquarters.
- (ii) Where charge of the old post is made over in a place other than HQ.
- (iii) Where the HQs is changed while on tour to the station of the tour itself; and

Distance between the old and the new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 Km
1,000 Km or less	10 days	12 days
More than 1,000 Km and up to 2,000 Km	12 days	15 days
More than 2,000 Km	15 days*	15 days

- (iv) Where the temporary transfer is converted into permanent transfer.

[Rule 5 (2)]

4. Extension of joining time

4.1 Extension of joining time can be granted up to a maximum of 30 days by heads of Departments and beyond 30 days by the Departments of Government of India, based on the guiding principle that the total should be approximately equal to 8 days for preparation plus reasonable transit time plus holidays, if any following.

[Rule 5 (5)]

5. Unavailed Joining Time to be credited to Earned Leave

5.1 If an employee is ordered to join the new post at a new place of posting without availing full joining time to which he is entitled or he proceeds alone to the new place and joins without availing full joining time and takes his family later within the permissible period for claiming transfer T.A., the unavailed period (full joining time limited to a maximum of 15 days minus availed joining time), will be credited to his earned leave account. If the addition results in the total Earned Leave at credit exceeding 300 days, the excess will be ignored. This concession is not admissible for transfer in the same station.

[Rule 6 (1) and GIO (6)]

6. Combination with leave/vacation

6.1 Joining time may be combined with vacation or leave of any kind or duration except casual leave.

[Rule 6 (2)]

7. Second transfer while in transit

7.1 An employee in transit on transfer directed to proceed to a place different from that indicated in the original transfer orders, shall be entitled to fresh joining time in addition to the joining time already availed. The fresh joining time will be calculated from the place at which he got the revised orders to the new place of posting.

[Rule 6 (3)]

8. Salary during Joining Time

8.1 *Joining Time Pay* - Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition, Dearness Allowance appropriate to the pay, and House Rent Allowance and City Compensatory Allowance as applicable to the old headquarters, is admissible.

[Rule 7]

8.2 Joining Time Increment

- (i) Joining time will count for increment in the substantive post and the post for which pay is paid during that period.

[FR 26 (e)]

- (ii) Joining time in continuation of leave counts for increments in time-scale applicable to the post/ posts on which the last day of leave before commencement of joining time counts for increments.

[FR 26 (e) (ii)]

(iii) Journey period availed on transfer at one's own request not regularised as leave is treated as *dies non* and does not count for increment, leave or pension.

[AI (7), FR 26]

(ii) However, officials posted to their station of choice after completion of full tenure will be entitled to joining time.

[OM dated 18-12-1995]

9. Miscellaneous

9.1 When transfer is cancelled-

When the order of transfer is cancelled after the employee has handed over charge of the old post but before taking over charge of the new post, the period intervening between the dates of handing over and taking over is treated as joining time.

[C & AG D (1)]

9.2 Transfer on own request

- (i) No joining time is admissible when transfer is requested by the official. Regular leave may be availed of to cover the period from the date of relinquishing the charge of the old post to the date of assumption of charge of the new post. If, however, holiday(s) intervene(s) between the date of relief at the old station and joining at the new station, the intervening holidays may be availed as 'holidays' and the employee need not take any leave for such period. The pay for the period so availed will be borne by the Department/ Office where the official joins after transfer.

[GOI (7), Appendix-10]

10. Overstay of Joining Time Period

10.1 If a Government servant overstays the Joining Time period he will have to regularise the period of overstay as leave on his own account. In the event of not regularising the overstay, the period will be treated as *dies non* and will not count for increment, leave or pension.

B. LEAVE TRAVEL CONCESSION

1. General

1.1 The **Leave Travel Concession (LTC)** admissible to the Central Government Civilian employees other than Railway employees was originally introduced in 1956 as a measure of assistance to government servants working at considerable distances away from their home towns to visit their home town in a block of 2 years with employees bearing the cost of the first 400 Kms. of the journey (160Kms. in the case of Class IV employees).

1.2 Definition

Concession admissible to a Government servant to meet expenses of journey for self and family when on leave to home town; or; and any place in India.

2. Eligibility

2.1 Any employee who has completed one year of continuous service on the date of journey performed by him/ his family is eligible.

Example: An official appointed on 31-12-2000 will be eligible for the two year block 2000-01, but those appointed on or after 1-1-2001, will not be eligible for that block.

2.2 Period of unauthorized absence, if any, declared as such under **FR 17-A**, will be treated as break in service for calculating the continuous periods of service, unless the break is condoned by the competent authority.

2.3 If an official is under suspension, the concession is admissible only to his family members.

2.4 When both husband and wife are Central Government servants-

- (i) They can declare separate home towns independently.
- (ii) They can claim LTC for their respective families, viz., while the husband can claim for his parents/ minor brothers/ sisters, the wife can claim for her parents/ minor brothers and sisters.
- (iii) The children can claim the concession as members of family of any of the parents in a particular block.
- (iv) The husband or wife who avails LTC as a member of

the family of the spouse, cannot claim independently for self.

2.5 Government servants whose spouses are working in Indian Railways and National Airlines are not eligible for LTC facility.

[OM dated 20-10-1997]

3. Definition of family for LTC

3.1 Family includes-

- (i) Wife/ husband, as the case may be, only one wife is included in the definition.
- (ii) Two surviving children or step children
- (iii) Parents, stepmother, sisters and brothers.
- (iv) Married daughters who have been divorced abandoned or separated from their husbands.
- (v) Widowed sisters provided their father is not alive or is himself dependent on the Government servant.

4. Salient Points

4.1 Concession can be availed of self and family separately on different occasions, even in different calendar years of the same block.

4.2 Family can travel in one or more groups, but each group should complete its return journey within six months from the date of its outward journey.

4.3 Circular tour tickets can be availed of in conjunction with the leave and special casual leave.

4.4 Can be availed of during any leave including study leave, casual leave and special casual leave. While on study leave the entitlements will be as under :

(i) *Family staying with Government servant-*

From place of study to home town limited to admissibility from headquarters to home town.

(ii) *Family staying away from Government servant-*

Normal home town entitlement.

4.5 Can be combined with transfer/ tour.

4.6 Cannot be availed of during closed holidays only, without taking any leave.

4.7 *Carry forward* – Concession for one block can be carried forward to the first year of the next block, i.e., the outward journey for 2000-01 block can be performed up to 31-12-2002. Employees entitled to LTC to home town for self alone every year cannot carry forward the concession.

5. Entitlements

5.1 Journey by Air/ Rail

Pay Range Rs 18,400 and above – Air Economy (Y) Class by National Carrier.

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs 16,400	Executive Class	AC First Class	AC First Class
Rs 8,000-16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs 4,100-7,999	AC Chair Car	AC chair Car	First Class/ AC 3-tier/ AC Chair Car
Below 4,100	Not entitled	Not entitled	Sleeper Class

Note : Entitlements by the trains would be applicable in cases where journey is actually performed by the above trains and not for determining entitlement on notional basis.

5.2 Journey by Sea or by River Steamer

Pay Range	A & N Islands and Lakshadweep Islands	Others
Rs 8,000 and above	Deluxe Class	Highest Class
Rs 6,500-7,999	First / A Cabin Class	If there be two classes only on the steamer the lower class
Rs 4,100-6,499	Second / B Cabin Class	If there be three classes the middle or second class. If there be four classes the third class
Below 4,100	Bunk Class	The lowest class

5.3 Journey by Road

Pay Range	Entitlements
Rs 18,400 and above	Actual fare by any type of public bus, including AC-bus OR at prescribed rates for AC taxi for journeys not connected by rail
Rs 8,000 - 18,400	Same as above except that journey by AC taxi is not permissible
Rs 6,500 - 8,000	Same as at (ii) except that journeys by AC-bus not permissible
Rs 4,100 - 6,500	Actual fare by any type of public bus other than AC-bus OR at prescribed rate for rickshaw
Below 4,100	As at (iv) above except that claim will be restricted to the bus fare by ordinary bus

C. CATEGORIES OF LTC

1. LTC to Home Town

1.1 In this scheme, the Government bears the cost of travel of the employees and their families to their Home Town and back once in a block of 2 years.

1.2 It is admissible to all employees irrespective of the distance between headquarters and home town.

1.3 Home town once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.

1.4 Admissible once in a block of two calendar years. The blocks are 2002-03, 2004-05 and so on. The current block is 2004-05.

1.5 An employee (including unmarried) having his family at his home town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

2. LTC to any place in India

2.1 The second scheme (herein-after referred to as the **All India LTC**) permits the employees and their families to travel, once in a block of four years and in lieu of journey to home town, to any part of the country without any ceiling on distance. The reimbursement on LTC is restricted to travel to the declared place of visit by the shortest direct route by rail/road/steamer according to the entitled class.

2.2 Scope

- (i) This concession is admissible in lieu of one of the two journeys to home town in a block of four years. The current block is 2002-05. The last date for commencement of the outward journey is 31-12-2006 (*this includes the grace period of one year*).
- (ii) Available for travel to any place in India – mainland or overseas including employee's home town.
- (iii) Officials availing LTC to home town for self alone once every year are not entitled to LTC to anywhere in India.

2.3 Conditions - Intended place of visit should be declared by the official to the Controlling Authority in advance. Any change in the declared place of visit should be intimated to the authority. Other conditions as stated in 'Salient features' to apply to the claim of concession

2.4 Carry Forward - Concession not availed in a block of four years can be carried forward to the first year of the next four year block.

ILLUSTRATION

Suppose an official is entitled to two concessions during the two blocks of 1998-99 and 2000-01.

1. In respect of 1998-99, he can avail the concession to home town before the grace period, i.e., by 31-12-19-2000. Then he is entitled to C/F his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2002.

2. In the above case, suppose the official avails of LTC to home town after 31-12-2000. This will be debited against the block 2000-01 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 1998-99 by not availing it before the grace period.

B-2. ADVANCE OF LTC

1. Terms and conditions when advance is taken

1.1 Up to 90% of the fare can be taken as advance. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of

family does not exceed 90 days. Otherwise it should be drawn only for the outward journey.

1.2 The official should furnish railway ticket numbers, etc., to the Competent Authority within ten days of drawal of advance.

1.3 When advance is taken, the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Penal interest at 14% on the entire advance from the date of drawal to the date of recovery will be charged.

2. When advance is not taken

2.1 Claim should be submitted within three months from the completion of return journey. Otherwise the claim will be forfeited.

CASE STUDY ON LTC CLAIM

Particulars are taken of a higher pay range to understand the journey by air and road.

Shri. 'X' a Senior employee of Audit Department at Bangalore was permitted to avail choice station LTC for the Block years 1998-2001 to "AGRA" in respect of himself, wife, son(19), son(16) and mother(69). He was in receipt of Rs.18,650/- as Basic Pay. The permission as well as EL sanctioned for the journey were notified in the leave order and the officer drew a sum of Rs.61,780/- as

LTC advance for the proposed journey to "AGRA".

The officer submitted adjustment claim as under:

IA (Economy class) fares Bangalore – Delhi – Bangalore

@ Rs.14,010 per ticket x 5 = 70,050

AC Bus fares by "Panickers Travels" Delhi-Agra-Delhi

@ Rs.350 per head x 4 = 1,400

(self, wife, 2 sons)

TOTAL 71,450

Less: Advance 61,780

Balance due 9,670

The claim was supported by original tickets.

During the course of Audit of the claim, following observations were made:-

1. Why the Bus fare was claimed for 4 persons only?

2. Journeys by private tourist buses are not reimbursable.

In reply, the officer submitted that after reaching Delhi, his mother who was 69 years old, suddenly fell sick and hence could not undertake journey to Agra. As such the rest of the 4 family members only visited Agra and accordingly fares for 4 persons only were claimed for the journey from Delhi to Agra and back. As regards travel by private tourist bus, the officer stated that "M/s Panicker's Travels" are tour operators & travel agents recognised by Govt. of India,

Department of Tourism and operates regular services from Delhi to Agra.

As a dealing person in the Administrative section of the Office, the claim will be regulated as under, keeping in view the LTC rules and commenting on the following aspects:-

- a) Entitlement and also the corrections of the Air fares claimed.
- b) Admissibility of Bus fares for travel by a private tourist bus that too Air conditioned class
- c) Each members LTC eligibility in this case

ILLUSTRATION

Entitlement of the Officer for Journey by Air

Pay range	Entitlement
Rs 18,400	Air Economy class by National Carrier or AC First Class

As the basic pay of the officer is above the given limit he is entitled to fly and also can claim air fare for his family also.

Journey by Road:

Pay range	Entitlement
Rs 18,400	Actual fare by any type of public bus, including air conditioned bus

The leave Travel concession is not admissible for journey by a private car

(owned, borrowed or hired) or a bus, van or other vehicle owned or operated or chartered by private operators. However, travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority / State Govt. concerned, is admissible. Similarly, journeys by chartered buses are admissible for LTC only in those cases, where the tour is wholly operated and conducted by the Indian Tourism Development Corporation (ITDC/State Tourism Development Cooperation (STDCs) either by their own buses or buses taken on hire from outside. In such cases, it is to be clearly certified by the ITDC / State Tourism Development Corporations concerned that the tour was actually conducted / operated by them and not by any private party / person. [DOP&T OM NO: 32011/4/97-Estt(A) dated 9.2.1998]

submitting correct claims and will help in preventing misuse of the concession by the participant employees.

The bus fare claimed by the officer is also admissible in the light of above.

SUMMARY

At the end of the session participants will understand the admissibility of Joining Time and the circumstances under which it can be taken and the period subject to the distance of travel involved in a given case. They will also have a better understanding of the Rules of concession available during leave travel and the finer points which should be kept in mind for making claim for the concession. The condition of charging of interest on fraudulent claims will instil sense of