

NATIONAL LAW UNIVERSITY OF MEGHALAYA
LEAVE TRAVEL CONCESSION REGULATIONS 2022

1. Short Title & Application :-

1. These regulations may be called the National Law University of Meghalaya (Leave Travel Concession) Regulations.

2. These shall apply to all persons –
 - i.who are appointed to any post in the University;
 - ii.who are employed under Central Government or a State Government or any other University or organisation and who are on deputation with the University;
 - iii.who are appointed on contract basis; and
 - iv.who are re-employed after their retirement.

3. These shall not apply to –
 - i.persons not in whole time employment of the University;
 - ii.persons in casual and daily rated employment;
 - iii.persons eligible to any other form of travel concession available during leave or otherwise.

2. Admissibility:-

1. The leave travel concession shall be admissible on completion of one year's continuous service under the University, provided that in case of the employee mentioned in categories 1.2(ii), 1.2(iii) and 1.2(iv), it is certified that he/she is likely to serve under the University for a period of at least two years in the case of leave travel concession to home town and at least four years in the case of leave travel concession to any place in India. Alternatively the employees mentioned in categories 1.2(ii), 1.2(iii) and 1.2(iv) may be allowed leave travel concession in the last year of block period, if he/she is otherwise entitled.

In case of persons, earlier employed in any other University/ Government department/ autonomous body/ public sector undertaking, joining the university without any break, the service will be treated as continuous with the previous service for the purpose of Leave Travel Concession, provided that he has not availed the Leave Travel Concession for that block year in the earlier organisation.

2. In the case of officers appointed on contract basis, where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of leave travel concession.
3. In the case of persons re-employed, immediately after retirement without any break the period of re-employment service will be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided that the leave travel concession would have been admissible to the re- employed officer had he not retired but had continued as serving officer.

Illustration :- If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

4. The leave travel concession shall be admissible during any period of leave, vacation including casual leave, special casual leave and maternity leave.
5. A period of unauthorised absence due to participation in strike, etc., shall be deemed to cause break in service, unless condoned by the appointing authority, while calculating the minimum period of continuous service.
6. Not to :- The leave travel concession is Not admissible to :-
 - i. Employees whose spouses are employed in Indian Railways and National Airlines as they are entitled for 'Free Pass' facility.
 - ii. An employee under suspension; however, his family can avail the concession.

- iii. An employee who proceeds on leave but resigns his post without returning to duty.

3. Scope :-

The leave travel concession will cover the Employee himself and his family.

4. Definitions :-

In these regulations, unless the context otherwise requires-

a. “a place in India” will cover any place within the territory of India, whether it is on the mainland or overseas;

b. ‘Family’ means :-

i. the Employee’s wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Employee, irrespective of whether they are residing with the Employee or not;

Note :- The “dependency” condition does not apply to the Employee’s spouse.

ii. Married daughters who have been divorced, abandoned or separated from their husbands and are residing with the Employee and are wholly dependent on the Employee;

iii. Parents and/or step parents (stepmother and stepfather) wholly dependent on the Employee;

iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters, residing with and wholly dependent on the Employee, provided their parents are either not alive or are themselves wholly dependent on the Employee.

Explanations :-

1. The restriction of the concession to only two surviving children or stepchildren 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., _____; (ii) children born within one year of the 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.

2. Only one wife is included in the term 'Family' for the purpose of these Regulations. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for the spouse and children to reside with the Employee so as to be eligible for the Leave Travel Concession. The concession in their cases shall, however, be restricted to the actual distance travelled or distance between the headquarters/ place of posting of the Employee and the home town/ place of visit, whichever is less.

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term 'Family'.

5. A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend, etc. does not exceed Rs. _____ per month is deemed to be wholly dependent on the Employee.

6. "home town" means the town, village or any other place declared as such by the Employee and accepted by the University. If both husband and wife are University employees, they can declare separate home towns independently.

5. Change Of Home Town :-

The home town once declared and accepted by the University shall be treated as final. In exceptional circumstances, the University may authorize a change in such declaration provided that, such a change shall not be made more than once during the service of the Employee.

6. Declaration of place of visit under leave travel concession to any place in India:-

When the concession to visit any place in India is proposed to be availed of by an Employee or any member of the family of such Employee, the intended place of visit shall be declared by the Employee in advance to the sanctioning authority. The declared place of visit may be changed before the commencement of the journey with the approval of sanctioning authority, but it may not be changed after the commencement of the journey.

7. Types of Leave Travel Concession :-

- a. The leave travel concession to home town shall be admissible irrespective of the distance between the headquarters of the Employee and his home town, once in a block of two calendar years, such as 2022-2023.
- b. The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Employee, once in a block of four calendar years, such as 2022-23. The current block of four years .

Provided that in the case of an Employee to whom Leave travel concession to home town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to home town available to him at the time of the commencement of the journey.

- c. An employee (married or unmarried) whose family lives away from his headquarters at his home town may, in lieu of all concessions under this scheme, including the leave travel concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of leave travel concession for self alone to visit the home town every year instead of having it for self and family once in two years. In such cases, he and his family will lose the right of LTC to anywhere in India.

d. Fresh recruits to Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the University employees only for the first two blocks of four years applicable after joining the University/Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the University/Government even though the employee changes the job within University/Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service.

(d) The Vice-Chancellor shall be entitled to avail Leave Travel Concession with family once in a year as per terms & conditions of the appointment letter.

8. Counting of Leave Travel Concession against particular blocks :-

An employee and members of his family availing of leave travel concession 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 commenced, even if the return journey was performed after the expiry of the block of two years or four years.

9. Carry Over of Leave Travel Concession:-

An employee who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

10. Place to be visited by employee and members of his family under Leave Travel Concession to any place in India :-

1. Employee and/or member(s) can visit home Town or “any place in India” in the same block :- In the same block of two years, some members of the family can avail the concession to visit home town, while others for visiting “any place in India”.

2. An employee and each member of his family may visit different places of their choices during a block of four years. It shall not be necessary for members of family of an Employee to visit the same place as that visited by the Employee himself at any time earlier during the same block.

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

A. Journey by Air/ Rail

Grade Pay	Travel Entitlement
Officers drawing grade pay/academic grade pay of Rs.____/- and above and those in pay scale of HAG+ and above	Economy Class by air/AC First class by train. However the Vice- Chancellor shall be entitled to travel by Business/Club Class.
Officers drawing grade pay/academic grade pay of Rs. Rs._____	Economy Class by air/AC First class by train
Officers drawing grade/ academic grade pay of Rs._____	Economy Class by air/AC II Tier class by train
Officers drawing grade pay of Rs._____	AC II Tier Class by train
Officers drawing grade pay below Rs._____	First Class/AC III Tier/ AC Chair car by train

The Travel entitlements are subject to following:-

- i. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- ii. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

B. Journey by Sea or by River Steamer :-

Grade Pay	Travel Entitlement
Officers drawing grade pay/ academic grade pay of Rs.5400/- and above and those in pay scales of HAG+ and above	Highest Class
Officers drawing grade pay of Rs.____,	If there be two classes only on the
Rs._____	steamer, the lower class.
Officers drawing grade pay of Rs._____	<p>If there be two classes only on the steamer, the lower class.</p> <p>If there be three classes, the middle or the second class</p> <p>If there be four classes, the third class</p>

Officers drawing grade pay less than Rs._____ The lowest class

- ii) Accommodation entitlement for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows:-

Grade Pay	Entitlement
Officers drawing grade pay/ academic grade pay of Rs.____ /- and above and those in pay scales of HAG+ and above	Deluxe Class
Officers drawing grade pay of Rs._____	First/ 'A' Cabin class
Officers drawing grade pay of Rs._____	Second/ 'B' Cabin Class
Officers drawing grade pay less than Rs._____	Bunk Class

C. Journey by Road :-

Grade Pay Entitlement

Officers drawing grade pay/academic grade pay of Rs.____ /- and above and those in pay scale of HAG+ and above	Actual fare by any type of public bus including air-conditioned bus. OR
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		at prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR at prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter motor cycle, moped etc. for the journey to the places not connected by rail, subject to the condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less
(ii) Officers drawing pay/academic grade	grade pay of	Same as above with the exception that (i) journeys by AC taxi will not be permissible.
Officers drawing grade pay Rs.	of	Same as (ii) above
v) Officers drawing grade pay of Rs.____ and above but less than Rs.____		Actual fare by any type of public bus other than air-conditioned bus OR at prescribed rates of autorickshaw/own scooter/motorcycle/Moped etc. subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid, whichever is less.
(v) Officers drawing grade pay below Rs.____		Actual fare by ordinary public bus only OR at prescribed rates for autorickshaw/own scooter/ motorcycle/moped etc. subject to condition that the claim shall be restricted to

bus fare by ordinary bus.

Note :- In all cases of travel by AC Taxi, Taxi or Autorickshaw production of fare receipt will be necessary.

D. Journey by road :-Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer by the Govt. of India employees.

i.where a University employee travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.

E. By Air :-

i.An employee may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.

ii. If journey between places connected by rail is performed by air, claim will be restricted to fare of the entitled class by rail.

F. In regard to places in territory of India connected by shipping services, the entitlement of an Employee to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer by the Govt. of India employees

13. Reimbursement:-

i.Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

- ii. Journeys from a station other than the duty station:- The employee will be entitled to the concession from the place of residence to the place visited/ home town but restricted to the entitlement from his duty station to the place visited/ home town by the shortest route.
- iii. To home/ declared destination and back :- In every case the journey should be to the home/ declared destination and back, but it need not necessarily commence from or end at the headquarters of the Employee either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would, have been admissible had the journey been performed between the headquarters and the 'home' of the Employee or declared destination.

14. Forfeiture of claim:-

A claim for reimbursement of expenditure incurred on journey under Leave Travel Concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

15. Grant of advance and adjustment thereof :-

- i. Advance may be granted to Employees to enable them to avail themselves of the leave travel concession. The amount of such advance in each case shall be limited upto 90% of the estimated amount which University would have to re-imburse in respect of the cost of the journey both ways.
- ii. If the family travels separately from the Employee, the advance may also be drawn separately to the extent admissible.
- iii. The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Employee or the period of anticipated absence of the members of the family does not exceed three months. If this limit is exceeded, then the advance may be drawn for the outward journey only.

- iv. If the limit of three months is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the University forthwith.
- v. The advance should be refunded in full, if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made thirty-five days before the proposed date of the outward journey and advance is granted accordingly, the Employee should produce the tickets within ten days of the drawal of the advance, irrespective of the date of the commencement of the journey.
- vi. Where an advance has been drawn by the Employee, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of return journey. On an Employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest @ 2% over GPF/EPF rate of interest on the entire advance from the date of drawal to the date of recovery will be charged. No request for recovery of the advance in instalments shall be entertained.

16. L.T.C. for Escort :-

Escort to single handicapped employee – L.T.C. is admissible to an escort accompanying a handicapped Employee proceeding on Leave Travel Concession journey provided that–

- a. the nature of physical disability is such as to necessitate an escort.
- b. The physically handicapped employee does not have an adult family member.
- c. Any other employee entitled to L.T.C. does not accompany the physically handicapped employee on the journey.
- d. Prior approval of the competent authority is obtained on each occasion.

e. Concessions, if any, allowed by the Railways/ Bus services should be availed.

17. Encashment of Earned Leave at the time of availing L.T.C. :-

The Employee will be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the conditions that :-

- a. the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
- b. balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and
- c. the period of leave encashed shall not be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

18. Fraudulent claim of Leave Travel Concession :-

1. If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against an Employee on the charge of preferring a fraudulent claim of leave travel concession, such Employee shall not be allowed the leave travel concession till the finalization of such disciplinary proceedings.
2. If the disciplinary proceedings result in imposition of any of the penalties specified in the relevant Regulations, the Employee shall not be allowed the next two sets of leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Controlling Authority can also disallow more than two sets of leave travel concession.
3. If the Employee is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block years but before the normal date of his superannuation.

Explanation :- For this purpose, leave travel concession to home town and leave travel concession to any place in India as specified in clauses (a) and (b) of Rule 7 shall constitute two sets of the leave travel concession.

19. Sanctioning authority :-

Sanctioning authority will be Vice-Chancellor. Leave of the appropriate duration will be sanctioned by the competent authority.

20. Interpretation :-

If there is any doubt regarding any of the provisions in these regulations, the interpretation or clarifications as provided in Govt. of India's L.T.C. rules will be applicable.

21. Power to relax :-

Same as otherwise provided in these regulations, where University is satisfied that the operation of any of these regulations causes undue hardship in any particular case, the Vice- Chancellor, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that regulation to such extent and, subject to such exception and conditions as it may consider necessary for dealing with the case in a just and equitable manner.
