

INSTRUCTIONS / RULES

1. Prior Application (Permission) of L.T.C Annexure-A form should be sanctioned by the HOD/Registrar (as the case may be) and same be submitted to the Accounts branch and DR/AR/Estt. Branch before the commencement of the journey. **No post facto sanction shall be given in any case under the LTC rule.**
2. In case where advance is given, the employee shall produce the Air/Bus/Rail tickets within 10 days from the date of drawal of advance to show that the amount has actually been utilized to purchase the tickets.
3. If the ticket is not purchased within the stipulated period (i.e. **within 10 days**) of the drawal of advance and the journey is not performed for one reason or the other, the full advance money will recovered in one lumpsum alongwith penal interest as per rule immediately and no request for deduction of advance in convenient monthly installment is entertained. **In case the conditions of advance are violated, the penal interest is to be charged as per rule.**
4. The L.T.C adjustment of the advance as per LTC rule should be submitted within **one month** of the completion of the return journey.
5. Where the advance money is not drawn, the L.T.C claim should be submitted within **3 month** of the completion of the return of journey. Failure to do so will entail forfeiture of the claim and **no relaxation shall be permissible in this regard.**
6. In support of LTC/HTC claim the air/rail/bus tickets/boarding pass etc. shall be submitted station wise duly verified by the applicant. **In the absence of air/rail/bus ticket/boarding pass no claim shall be entertained.**
7. Declaration of place :- The employee shall declare one intended place/home town of visiting in advance to his/her controlling officer **and Journey to be performed by the shortest route (from head quarter to one intended place and back)**. If the employee will be travel with break journey the Air fare/Rail fare/Bus fare be reimbursed from headquarter to intended place/home town and back only and also the break journey must be mentioned in the prior permission form.
8. Eligibility :- LTC (any place in India) exceeding 4 years regular service and for Home Town visit exceeding one year regular service.
9. 90% advance may be admissible as per entitlement/ estimate fare **whichever is less.**
10. Below **Rs. 5000/-** advance is not admissible.
11. 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 commencing in to force of this **restriction i.e. 20.10.1997.** (ii) Children born within one year of the commencing into the force of this restriction. (iii) Where the number of children exceeds two as a result of second child birth resulting in multiple births.
12. The certificate regarding entered casual leave/autumn break/winter break/summer break on the LTC claim bill form by the controlling officer is sufficient for payment of LTC/HTC. No need to show/put up the relavent casual leave/winter break/autumn break/summer break record register to the audit.
13. L.T.C not admissible for journey during the **weekend holidays without any leave.**

Note : Other changes in rules/existing rules etc. if any will be the same as in the Punjab Govt./Govt. of India from time to time.