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Compilation of
RULE/CIRCULAR/ORDER
on
Leave Travel Concession
(LTC)

LAST UPDATED ON 30.04.2019



(P. K. Katiyar)

*In this Compilation, attempts have been made to compile circulars related to **Leave Travel Concession(LTC)**. Main idea behind this compilation is to provide access to all the available circulars related to the subject at one place so as to assist the officers in their day to day administrative functioning. It is expected that it will help the new entrants into the service as well as the serving officers.*

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(P. K. Katiyar)















Additional Director General















Compilation of Rules/Circular/Order on Leave Travel Concession






S. No.	Date	File Number	Subject	Remarks
1.	10.12.2018	31011/2/2018-Estt (A.IV)	Procedure for booking of Air Tickets on LTC. 	Booking Air Tickets for LTC
2.	18.10.2018	31011/8/2017-Estt.A-IV	Travel entitlement of Government employees for the purpose of LTC post Seventh Pay Commission- Clarification regarding. 	Travel Entitlement
3.	11.10.2018	31011/10/2017-Estt.A-IV	Admissibility of SPORTS (Society for Promotion of Nature Tourism and Sports) tour package to Lakshadweep Islands on ships operated by Lakshadweep Administration on LTC. 	
4.	20.09.2018	31011/3/2018-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar - Extension beyond 25.09.2018 	LTC Tour to NER/J&K/A&N
5.	16.05.2018	31011/3/2016-Estt.A-IV	Admissibility of air fare for children below the age of 5 years of the Government servants non-entitled to travel by air on LTC - Clarification regarding. 	Childrens Dependent Family Members Travel Entitlement
6.	24.04.2018	31011/12/2015-Estt.A-IV	LTC facilities to the Civilian employees of the Central Government serving in States of the North-Eastern Region, Ladakh region of State of Jammu & Kashmir and in Union Territories of Andaman & Nicobar Island and Lakshadweep Group of Islands - Implementation of recommendations of 7th CPC. 	LTC Tour to NER/J&K/A&N
7.	27.03.2018	31011/15/2017-Estt.A-IV	LTC to Railway employees (and Government servants whose spouses are Railway servants). 	
8.	18.01.2018	31011/8/2017-Estt.A-IV	Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission - Clarification reg. 	Business/Club Class Travel Entitlement
9.	31.10.2017	31011/5/2015-Estt.A-IV	Journey to Headquarters on LTC in respect of dependent family members of the Government servant - Clarification reg. 	Dependent Family Members Home Town LTC














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10.	19.09.2017	31011/8/2017-Estt.A-IV	Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission - Clarification reg. 	Travel Entitlement Travel by Train Premium Trains
11.	21.08.2017	31011/5/2014-Estt (A.IV)	Procedure for booking of air-tickets on LTC - Clarification reg. 	Booking Air Tickets for LTC
12.	17.04.2017	31011/3/2016-Estt.(A-IV)	Clarification regarding admissibility of flexi-fare in Shatabdi/ Rajdhani/ Duronto trains while availing LTC. 	Travel by Train Premium Trains
13.	09.02.2017	31011/3/2015-Estt.(A.IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Fulfillment of procedural requirements - Clarification reg. 	Private Airlines Procedural Requirements
14.	13.01.2017	31011/7/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by private airlines to visit Jammu & Kashmir. 	LTC Tour to NER/J&K/A&N
15.	19.09.2016	31011/3/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit NER, J&K and A&N 	LTC Tour to NER/J&K/A&N
16.	09.09.2016	31011/3/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit NER, J&K and A&N 	LTC Tour to NER/J&K/A&N
17.	12.07.2016	31011/3/2013-Estt (A.IV)	Irregularities and misuse in availing Leave Travel Concession - Guidelines to be followed. 	
18.	15.06.2016	31011/7/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by private airlines to visit Jammu & Kashmir - Extension reg. 	Booking Air Tickets for LTC LTC Tour to NER/J&K/A&N Private Airlines
19.	01.06.2016	31011/7/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by private airlines to visit Jammu & Kashmir - Extension reg 	
20.	13.05.2016	31011/8/2015-Estt (A.IV)	Revision of time limit for drawal of advance for the purpose of LTC journey by train. 	LTC Advance
21.	12.05.2016	31011/11/2015-Estt	Central Civil Services (Leave Travel concession) Rules, 1988 -	Business/Club Class

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		(A.IV)	Admissibility of catering charges in respect of rail journey performed on LTC – Clarification 	
22.	29.04.2016	31011/3/2016-Estt (A.IV)	Central Civil Services (Leave Travel concession) Rules, 1988 - Reimbursement of rail fare on LTC in respect of children of 5-12 yrs age group - Clarification reg. 	Childrens
23.	18.02.2016	31011/3/2015-Estt (A.IV)	Central Civil Services (Leave Travel Concession) Rules,1988 — Fulfillment of procedural requirements. 	Procedural Requirements
24.	23.09.2015	31011/5/2014-Estt (A.IV)	Procedure for booking of air-tickets on LTC - Clarification reg. 	Authorised agent for booking Air Tickets Booking Air Tickets for LTC
25.	18.05.2015	31011/4/2007-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Clarification regarding eligibility of Home Town Concession - Frequently Asked Questions. 	Home Town LTC
26.	21.04.2015	31011/1/2013-Estt. (A.IV)	Leave Travel Concession (LTC) entitlements of unmarried Government servants - Conversion of Home Town LTC facility into travel to different parts of the country permissible under the special dispensation scheme - Clarification — reg. 	Travel Entitlement Unmarried Employees
27.	01.04.2015	31011/3/2015-Estt (A-IV)	LTC Claims — Need for observing prescribed procedures. 	
28.	09.02.2015	14028/2/2012-Estt. (L)	Encashment earned leave alongwith LTC – Clarification 	Encashment of EL
29.	27.01.2015	31011/2/2015-Estt.(A-IV)	Travel by Premium Trains on LTC- Clarification reg. 	Travel by Train /Premium Trains
30.	28.11.2014	31011/7/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by private airlines to visit J&K. 	LTC Tour to NER/J&K/A&N
31.	07.10.2014	G-14019/2/13-Cash	Non submission of Boarding Pass for settlement of T.A. Claims. 	
32.	26.09.2014	FAQ	Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit. 	

S. No.	Date	File Number	Subject	Remarks
33.	26.09.2014	31011/3/2014-Estt.(A-IV)	Central Civil Services (Leave Travel Concession) Rules, 1988 — Relaxation to travel by air to visit NER and A&N. 	LTC Tour to NER/J&K/A&N
34.	24.09.2014	31011/5/2014-Estt.(A-IV)	Procedure for booking of air-tickets on LTC - Clarification – reg. 	Booking Air Tickets for LTC
35.	19.06.2014	31011/4/2014-Estt (A.IV)	Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC. 	Authorised agent for booking Air Tickets
36.	2013	FAQ	Frequently Asked Questions on Leave Travel Concession (LTC). 	
37.	27.09.2013	18011/05/2012-AI	Air Travel on official account — relaxation of government instructions regarding 	
38.	09.07.2013	19024/1/2012-E.IV	Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC). 	Authorised agent for booking Air Tickets
39.	26.06.2012	14028/2/2012-Estt.(L)	Payment of Leave Encashment amount along with LTC advance. 	
40.	15.06.2012	31011/2/2003-Estt. (A-IV)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit J & K. 	
41.	30.04.2012	31011/4/2007-Estt.(A)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER. 	
42.	25.08.2011	31011/2/2003-Estt(A)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit J&K. 	
43.	04.03.2011	19024/1/2009-E.IV	CCS (LTC) Rules, 1988 - Guidelines on Air Travel on Tours/LTC. 	
44.	16.09.2010	19024/1/2009-E.IV	CCS (LTC) Rules, 1988 - Guidelines on Air Travel on Tours/LTC. 	
45.	05.08.2010	31011/2/2003-Estt.(A)	Regulation of journeys by private airlines while availing Leave Travel Concession to Jammu & Kashmir. 	
46.	15.07.2010	19046/1/2008-E.IV	CCS (LTC) Rules, 1988 - Clarification regarding reimbursement of LTC-80 fare. 	

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47.	18.06.2010	31011/2/2003-Estt. (A-IV)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit J & K. 	
48.	23.04.2010	31011/4/2007-Estt.(A)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER. 	
49.	20.04.2010	31011/4/2007-Estt.(A)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER. 	
50.	22.03.2010	7(1)/E.Coord./2009	Expenditure Management - Economy Measures and Rationalisation of Expenditure. 	
51.	11.03.2010	31011/2/2006-Estt.(A)	Regulation of journeys by private airlines while availing Leave Travel Concession. 	
52.	02.03.2010	14028/1/2010-Estt.(L)	Encashment of 10 days earned leave along with LTC by re-employed pensioners - Clarification regarding. 	
53.	02.12.2009	31011/6/2002-Estt.(A)	LTC to Central Government Employees - Travel by tour packages operated by IRCTC. 	
54.	24.11.2009	14028/2/2009-Estt.(L)	Encashment of earned leave alongwith LTC - Clarification. 	
55.	16.11.2009	14028/3/2008-Estt.(L)	Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government employees. 	
56.	28.10.2009	31011/3/2009-Estt.(A)	Use of own car/hired taxi on LTC journey on account of physical handicap. 	
57.	09.09.2009	31011/2/2006-Estt.(A)	Regulation of Journey by air while availing Leave Travel Concession - Clarification regarding. 	
58.	27.07.2009	31011/2/2006-Estt.(A)	Regulation of Journey by air while availing Leave Travel Concession-Clarification reg. 	
59.	13.07.2009	19024/1/2009-E.IV	Air Travel on official account - Both domestic and international. 	
60.	03.06.2009	14028/4/2009-Estt.(L)	Encashment of earned leave alongwith Leave Travel Concession while in service 	

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61.	03.06.2009	31011/4/2008-Estt.(A)	Travel entitlement for the purpose of Leave Travel Concession. 	
62.	04.12.2008	7(1)/E.Coord./2008	Expenditure management - Economy measures and rationalization of expenditure - Guidelines related to LTC - Clarifications. 	
63.	10.11.2008	7(1)/E.Coord./2008	Expenditure management - Economy measures and rationalization of expenditure - Guidelines related to LTC. 	
64.	23.09.2008	31011/4/2008-Estt.(A)	Sixth Central Pay Commission - Recommendations relating to LTC - Acceptance of. 	
65.	14.05.2008	31011/4/2007-Estt.(A)	Central Civil Services (LTC) Rules, 1988 - Clarification regarding reimbursement of fare in respect of travel by air to visit NER. 	
66.	02.05.2008	31011/4/2007-Estt.(A)	CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER. 	
67.	26.03.2008	31011/6/2002-Estt.(A)	LTC to Central Govt. Employees - Travel by tour packages operated by IRCTC. 	
68.	03.12.2007	31011/2/2006-Estt.(A)	Central Civil Services (LTC) Rules, 1988 - Clarification regarding reimbursement of fare in respect of air travel by non-entitled officers. 	
69.	27.09.2007	31011/5/2007-Estt.(A)	Relaxation in LTC Rules - Delegation of powers to Ministries/Department regarding time limit for the submission of the claim. 	
70.	21.05.2007	31011/2/2006-Estt.(A)	Regulation of journeys by private airlines while availing Leave Travel Concession. 	
71.	07.02.2007	31011/3/2006-Estt.(A)	LTC (All India in block of 4 years) in combination with transfer/tour TA-mode of regularisation. 	
72.	24.04.2006	31011/2/2006-Estt.(A)	Regulation of journeys by private airlines while availing Leave Travel Concession. 	

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73.	24.03.2006	19024/1/E.IV/2005	Air Travel by Government Servants within India. 	
74.	25.05.2005	31011/3/2005-Estt.(A)	CCS (LTC) Rules, 1988 - Visit to Andaman & Nicobar Islands instead of Home Town LTC and travel by air from Kolkata or Chennai to Port Blair and back - Relaxation thereof. 	
75.	18.01.2005	31011/1/2005-Estt.(A)	CCS (LTC) Rules, 1988 - Extension of the grace period of Home Town LTC block years 2002-2003. 	
76.	16.06.2004	31011/2/2003-Estt. (A)	CCS (LTC) Rules, 1988 — LTC travel by air between New Delhi to Srinagar - Relaxation thereof. 	
77.	13.03.2003	31011/3/2001-Estt.(A)	Central Civil Services (LTC) Rules, 1988 - Suspension regarding. 	
78.	30.07.2002	31011/6/2002-Estt. (A)	Leave Travel Concession to Central Government Employees - Travel by State Tourism Development Corporation buses - Clarification regarding. 	
79.	11.01.2002	31011/10/2000-Estt. (A)	The Central Civil Services (Leave Travel Concession) Amendment Rules, 2002. 	
80.	23.04.2001	31011/11/2000-Estt. (A)	Leave Travel Concession - Determination of the Genuineness of the claim. 	
81.	02.03.2001	31011/3/2001-Estt.(A)	Central Civil Services (LTC) Rules, 1998 - Suspension regarding. 	
82.	31.03.1999	31011/8/98-Estt. (A)	Central Civil Services (LTC) Rules, 1988 - Clarifications - regarding. 	
83.	30.03.1998	31011/5/98-Estt. (A)	Leave Travel Concession - Relaxation of time-limit for drawal of LTC advance. 	
84.	09.02.1998	31011/4/97-Estt. (A)	LTC - Travel by State Tourism buses - Clarification regarding. 	
85.	20.10.1997	31011/7/97-Estt.(A)	Fifth Central Pay Commission - Recommendation relating to LTC - Acceptance of. 	
86.	07.10.1997	14028/7/97-Estt.(L)	Recommendations of the Fifth Central Pay Commission -	

S. No.	Date	File Number	Subject	Remarks
			Decisions relating to enhancement of the ceiling on accumulation and encashment of Earned Leave in respect of Central Government employees.	
87.	28.04.1995	31011/1/95-Estt.(A)	Regulation of journeys by air while availing Leave Travel Concession - Clarifications regarding.	
88.	09.07.1991	31011/4/91-Estt. (A)	Allowing LTC facility for an escort accompanying single handicapped Government servants.	
89.	19.03.1991	31011/18/90-Estt. (A)	Facility of LTC by air during winter only to the Government servants posted in Ladakh Region – Regarding.	
90.	08.05.1990	31011/8/89-Estt. (A)	Admissibility of LTC when both husband and wife are Government servants and are residing together.	
91.	03-05-1988	LTC Rules, 1988	Central Civil Services (Leave Travel Concession) Rules, 1988.	
