



Gujarat National Law University

Administrative Directive

GNLU/AD/17/15



Monday, 22 November 2015

Subject: Leave Travel Concession

1. Short Title & Application :-

- (i) This directive may be called the Gujarat National Law University (Leave Travel Concession) directive 2015.
- (ii) This directive is applicable to all employees appointed on pay scale of not less than five year contract in the University;

2. Admissibility:-

- (i) The leave travel concession shall be admissible on completion of minimum two years of continuous service in any pay scale with the University including probation period, except that in case of the employee mentioned in rule 2(iv),
- (ii) The leave travel concession shall be admissible during any period of authorized leave,
- (iii) A period of unauthorized 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.
- (iv) The leave travel concession is not admissible to :-
 - a. employees not in whole time employment of the University;
 - b. employees on fixed remuneration, not on scale, and daily rated employment;
 - c. employees eligible to any other form of travel concession available during leave or otherwise;
 - d. employees who have not completed their probation;
 - e. employees whose spouses are employed in Indian Railways and National Airlines or Government Departments or any company providing the facility, as they are entitled for 'Free Pass' or LTC facility.



- f. An employee under suspension; however, his family can avail the concession.
- g. 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-

- (i) "a place in India" will cover any place within the territory of India, whether it is on the mainland or overseas;
- (ii) 'Family' means :-
 - a. 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 except 2 (iv) (e)

- b. 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;
- c. Parents and/or stepparents residing with and wholly dependent on the Employee;
- d. 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 :-

- (i) This policy is restricted to only two surviving children or step children.

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- (ii) Only one spouse is included in the term 'Family' for the purpose of this directive.
- (iii) Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term 'Family'.
- (iv) 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. 1500 per month is deemed to be wholly dependent on the Employee.
- (v) This facility is restricted to total 6 persons including the employee, subject to maximum coverage of 6000 KM from place of employment;

5. Home town & Declaration of Home town

“Home town” means the town, village or any other place declared as such by the Employee and accepted by the University.

- (i) The Employee should declare his Home town to the Registrar in the prescribed form as soon as he joins service. Such declaration duly accepted by the Registrar should be kept in the Service Book and should be used for official purposes. A valid address proof has to be produced and duly accepted by Registrar.
- (ii) Change in 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 along with valid address proof to establish the change is home town.

The following criteria, one after the other, may be applied before the change is accepted: -

- a. Whether the place declared is the one which requires his physical presence at intervals and whether he had visiting that place frequently;
- b. Whether the official owns residential property in that place or whether he is a member of a joint family having property there;
- c. Whether his near relations are resident in that place;



d. Whether prior to his service he was residing there

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

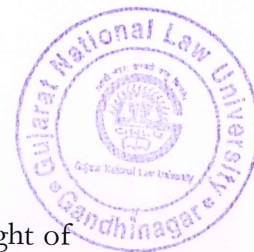
- (i) When the concession to visit any place in India is proposed to be availed of by an Employee or any member of the family of such Employee, the intended place of visit shall be declared by the Employee in advance i.e. **30 days prior to the travel to the appropriate authority**. The declared place 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.
- (ii) **Visit to the declared place essential:** Visit to the declared Home town or the declared place of visit for All India LTC is an essential condition. LTC claim will not be allowed if place declared is not visited.

7. Types of Leave Travel Concession:-

- (i) The leave travel concession to home town shall be admissible irrespective of the distance between Ahmedabad/Gandhinagar/place of residence at duty station and his home town, once in a block of two calendar years.
- (ii) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the Ahmedabad/Gandhinagar/place of residence at duty station, once in a block of four calendar 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.

- (iii) 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.

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

- (i) 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.
- (ii) LTC to visit home town is allowed once in a two-year block.
- (iii) LTC to visit any place in India once in four years is in lieu of one of the two Home town LTCs available in that block.
- (iv) The first block **Leave Travel Concession** shall start from 2015 and block shall be 2015-2018.

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:-

- (i) 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”.
- (ii) 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.

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11. Entitlement:-

Grades Pay of officials	Travel Entitlement by Air/Rail	Travel Entitlement by Road
Staff drawing grade pay of Rs.10,000/- and above	Economy class air/AC First class by train	AC Taxi/ Ordinary Taxi/ Auto rickshaw/ Own Scooter/ Motorcycle Moped/ Any Public Bus including AC Bus
Staff drawing grade pay of Rs. 8000 and Rs.9000	Economy Class by air/ AC First class by train	As above except AC Taxi
Staff drawing grade pay of Rs.6000 and Rs.7000	Economy Class by air/ AC II Tier class by train	Do
Non-Teaching Staff drawing grade pay of Rs 6600 and Rs.5400	AC II Tier class by train	Do
Non-Teaching Staff drawing grade pay of Rs. 2400 or above and below Rs.5400	First class / AC III Tier / AC Chair car by train	Auto rickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus except AC Bus
Non-Teaching Staff drawing grade pay of less than Rs	Chair Car or second sleeper class by train	Do



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Note :-

(i) Journey by road :-

- a. Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer.
- b. Re-imbursement 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.

(ii) 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.

12. When both the husband and wife are employed in University – If both the husband and wife are employed in University, even when they are staying together, they can choose to declare separate Home towns. They can avail LTC independently as per the separate declarations or together as one family. The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

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.

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But the assistance admissible will be the amount admissible for the actual distance traveled, 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. Grant of advance and adjustment thereof :-

- (i) Advance may be granted to an employee 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 reimburse 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.
- (iv) The Registrar may also approve the advance at the time of approving the LTC request of an employee. The employee should produce the reservation/ticket within seven days of disbursement of advance.
- (v) Where an advance has been drawn by the Employee, the settlement of advance and other claims of 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 with interest at the rate prescribed by the University time to time in one lump sum and the claim will be treated as one where no advance is sanctioned.
- (vi) No request for recovery of the advance in instalments shall be entertained.

15. 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.

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–

- (i) the nature of physical disability is such as to necessitate an escort.
- (ii) the physically handicapped employee does not have an adult family member.
- (iii) any other employee entitled to L.T.C. does not accompany the physically handicapped employee on the journey.
- (iv) prior approval of the competent authority is obtained on each occasion.
- (v) concessions, if any, allowed by the Air/Railways/ Bus services should be availed.

17. Encashment of 10 days earned leave–

Encashment of ten days earned leave at the time of availing LTC (both Home town and All India) is admissible subject to the conditions that –

- (i) After taking into account the leave encashed and the leave availed on the occasion, there is a balance of at least 30 days' earned leave available;
- (ii) The total earned leave so encashed during the entire career should not exceed 60 days, i.e., encashment can be availed up to a maximum of 6 times @ 10 days each during service; and
- (iii) The earned leave encashed will not be taken into account while computing the maximum of 300 days/150 days at the time of quitting service.
- (iv) There will not be any linkage to the number of days and the nature of leave availed while proceeding on LTC.
- (v) Where both Husband and Wife are serving University, encashment of leave will continue to be available for both subject to maximum of 60 days each during their service.
- (vi) Encashment of EL less than 10 days is permissible.

18. Fraudulent claim of Leave Travel Concession:-

- (i) 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.

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- (ii) If the disciplinary proceedings result in imposition of any of the penalties specified in the relevant GNLU 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.
- (iii) 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 (i) and (ii) of Rule 7 shall constitute two sets of the leave travel concession.

19. Procedure:

- (i) Any employee who wish to avail the benefits under this directive has to inform the office of Registrar in writing at least 30 days in advance and the disbursement of the amount shall be made in accordance with the charges applicable on the day of approval, except for unavoidable circumstances.
- (ii) Only in emergency Tatkal train/Last minute air booking shall be allowed for home town LTC for which advance written permission shall be sought.

20. Sanctioning Authority:-

Sanctioning Authority will be Director/Registrar provided that leave of the appropriate duration is sanctioned by the Competent Authority.

21. Interpretation:-

In case of any ambiguity or clarification regarding any of the provisions in this directive the interpretation or clarifications as provided in Government of Indian and Government of Gujarat L.T.C. rules subject to the decision of University Executive Council will be applicable. It is the duty of the individual to seek the necessary clarification before planning and availing the benefits of the policy. No claim whatsoever

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will be entertained if an individual has made use of the provisions which otherwise will be a deviation from the interpretation of the applicable norms authorized by the University

22. Power to relax:-

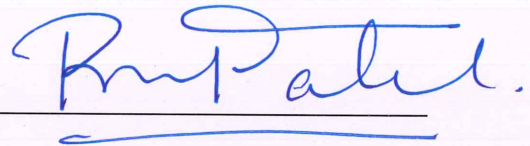
Same as otherwise provided in these regulations, where University is satisfied that the operation of any of these regulations causes undue hardship in any particular case, the University may, by order, for reasons to be recorded in writing, dispense with a relax the requirements of that regulation to 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.

Provided that no such order shall be made except with the approval of the Director.

23. Effective Date

The Directive shall be effective from 22 November 2015.

Signature



Bimal N. Patel

Director



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