

# SIKKIM MANIPAL UNIVERSITY

5<sup>th</sup> Mile Tadong  
Gangtok – 737102

No.SMU/REG/2011- 144

Date: 26 May 2011

## LEAVE TRAVEL CONCESSION

### General

1. Purpose. The policy shall provide financial assistance to employees while proceeding on leave for travel to hometown or any place in India for self & family members.
2. Scope and Effective Date. All employees who have completed one year of service, and employees who are employed on contract by Sikkim Manipal University or its constituent units, are eligible to claim LTC for the second year of their service, provided that their contract is extended by a term not lesser than 12 months.
3. Prerequisite. A minimum Leave period of four working days.

### Eligibility/Entitlement

4. All Employees and their family members shall be eligible for travel to hometown and back or any place in India on Leave Travel Expense, as per entitlement, but maximum claim limited upto one month basic pay. The upper limit in case of contract employees drawing consolidated pay will be limited to 60 % of pay applicable to them. Basic pay for purpose of LTC will include component of Basic pay and AGP. Entitlement of class and mode of travel shall be as under:-

#### **Teaching & Associate Teaching Cadre**

| <b>Designation</b>   | <b>Entitlement</b>            |
|--|-------------------------------|
| Professor/Associate Professor/Equivalent designation   | Air (Economy)/Train AC 2 Tier |
| Assistant Professor/ Asst. Professor I/Sr. Lecturer /Equivalent designation  | Train AC 3 Tier               |
| Assistant Professor II/ Lecturer/Asst Lecturer /Sr. Resident /Jr. Resident /Medical Officer/Tutor/Demonstrator/ Equivalent designation | Train AC 3 Tier               |

#### **Non Teaching Cadre**

| <b>Scale of Pay</b>   | <b>Entitlement</b> |
|---|--------------------|
| Basic Pay Rs. 15,600/- and above or consolidated pay Rs.18,000/- and above  | Train AC 3 Tier    |
| Basic Pay Rs. 11,530/- and above upto Rs. 15,599/- or consolidated pay Rs. 15,000/- and above upto Rs. Rs. 17,999/- | Train AC 3 Tier    |
| Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-      | Train AC 3 Tier    |
| Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/-  | Train Sleeper      |

**Administrative Cadre**

(Officials covered by management engagement policy)

| <b>Designation</b>   | <b>Entitlement</b>            |
|--|-------------------------------|
| President/Pro Chancellor/ Vice Chancellor/Pro Vice Chancellor / # Non - official Members of the Board/ Committees of the University  | Air/AC First Class            |
| Registrar/ Executive Director/ Director/ Controller of Exam/ Additional Director /Additional Registrar/Additional Controller of Exams/ Dy. Director /Deputy Registrar/ Head (HR/Projects/General Services/Finance)/Finance Officer/Equivalent designation. | Air (Economy) Train AC 2 Tier |
| Assistant Director/ Assistant Registrar/ Assistant Controller/ Exams/ Equivalent designation   | Train AC 3 Tier               |

**Definition of family**

5. An Employee can claim LTC for self & family for travel within India. For purpose of claiming LTC family implies Spouse and two dependent children, upto the age of 18 years.

**Entitlement**

6. LTC will be paid on a financial year basis i.e. April to March.

7. LTC will be paid, provided the employee has actually proceeded on a minimum of four days leave irrespective of whether LTC is claimed for a single year.

8. A new employee will be entitled to LTC travel only upon completion of the one year of service. The amount payable in the current financial year will be for the current financial year. In the case of employees whose completion of one year service is falling in the middle of a financial year, he/she shall have the claim settled proportionate to the time period between the date of eligibility and the end of the financial year.

9. Employees will be allowed to carry forward the claim for one year i.e. not more than one year's entitlement will be allowed to be accumulated. In case of denial of LTC due to an official exigency, as a special case, permission can be obtained from HOI to carry forward the LTC to next financial year.

10. The journey will be counted against the applicable block within which the outward journey commences, even if the return journey is performed after the expiry of the said block.

11. The entitlement shall be determined as per orders in force, at the time of commencement of outward journey.

12. The claim shall be made for the entire amount of employee's entitlement and no part payment will be entertained. No advance payment will be made.

13. The members of an employee's family may travel together or in groups to the same destination. In case they travel in group, both outward and return journey of eligible members of all the groups must be completed within a total period of three months. Claims for the reimbursement will be admitted only when all members of the family have completed their journey.

**Hometown LTC**

14. An employee is eligible for a hometown LTC once in every accounting year, 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

15. Hometown declared at the time of joining shall be allowed to be changed twice in service history, provided Address change form is submitted to the HR Department with valid documentary proof.

16. If both husband and wife are working in the University or its constituent units they have option to declare separate hometowns independently. Both of them may claim the LTC in respect of the members of the respective families, subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the LTC for self- independently.

17. Similarly the children shall be eligible for the benefit in the one particular block as member of the family of one of the parents only. In case where both the spouses are employees, they may opt for home town, of anyone as per their choice and benefit.

18. Employee with higher basic can opt to be considered for LTC if both are working in different units of the University. They shall not be allowed to individually submit LTC claim for the same travel.

19. If the spouse is working in a different organization, then every LTC claim should be submitted with a declaration that, the same travel is not being claimed for reimbursement under the LTC scheme in the spouse's organization.

20. Reimbursement of LTC claims shall be from point A to point B via the shortest/most economical route available via the mode of travel applicable. In places where the travel is not possible by the mode of travel applicable, the most economical means of travel may be taken. Reimbursement will be made on the rate equivalent to the mode of travel eligible.

### **All India/Overseas LTC**

21. In lieu of two home town LTCs in a block of two years, (April, 2007 – March 2009, April 2009 – March 2011 - - - -) the employee and his/her family can avail one All India/International LTC and travel to any place in or outside India.

22. An employee availing home town LTC will not be eligible for All India LTC in the same block.

23. Any change, in declared place of visit, should be intimated to the HOI, before commencement of outward journey.

24. An employee and his family members may avail LTC in different groups at different times, within a period of three months, during a block of two years. All claims for the one travel shall be submitted, together.

25. In case of All India/Overseas Travel, the entire travel session is eligible to be claimed. It should be noted that in case of multiple destinations, the return portion of the claim shall be from the last destination to the base via the shortest route i.e. returning via the similar sectors as the outward journey shall not be entertained unless the travel route demands the same.

### **Procedure**

26. To claim LTC, the employee shall submit the sanctioned leave application and claim form as given at appendix attached and documentary proof of travel in original to the accounts department as under:-

- (a) Train ticket. The original or a photocopy of the train ticket is acceptable. All photocopies are to be attested by the concerned travel authorities at the terminal destination of travel.

(b) Air travel. The original air ticket/travel – agent bill along with boarding pass (es) should be produced.

(c) Road travel. The Original bus ticket or taxi bill needs to be produced.

### General Guidelines

30. Payment will be made by account payee cheque. LTC claims received by the Accounts Department by the 20<sup>th</sup> of the month will be processed within that month. Claims received later will be paid in the subsequent month. If due to any reason the same is not possible the Finance department shall inform the concerned individual and ensure that the same is paid the next month.

31. Local sightseeing or charges pertaining to the same shall not be eligible for reimbursement. Similarly charges pertaining to local commute in cities, i.e. between railway stations/ airports bus boarding points shall not be reimbursable.

32. Charges payable to travel agents, travel organizers shall not be reimbursable.

33. In case the employee withdraws from service during a financial year, towards which LTC reimbursement has been made, the Finance Department shall recover the amount from the employee during the final settlement on a pro rata basis.

34. Claims for reimbursement of LTC Shall be made within one month from the completion of the journey on proforma attached, through the HOI. Claims not submitted within this time frame shall not be entertained.

### Supersession

35. These instructions supersede all previous instructions on this subject.

36. This has the approval of Vice Chancellor.

**Station:** Gangtok

**Date:** 26 May 2011

Copy to:

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Addl. Controller of Exams, SMU
5. Dy. Controller of Exams, SMU
6. Head HR & General Services
7. Finance Officer, SMU



**Ms. Namrata Thapa**  
Registrar  
Sikkim Manipal University

# SIKKIM MANIPAL UNIVERSITY

## APPLICATION FOR LEAVE TRAVEL CONCESSION

To

.....  
.....  
.....

Dear Sir/Madam,

1. I, ..... Employee Code : .....,  
working in the Department of ..... in (mention Unit).....  
request for your approval to avail the Leave Travel Concession ( Home Town / Anywhere in India /  
Overseas) for visiting .....during the financial year .....
2. For this purpose, please grant me..... days of ..... leave from.....  
to .....
3. I propose to utilize my vacation / holidays for this visit.
4. Please permit me to avail the concession and grant me the leave as requested above.

Employee's Signature: .....

Name : .....

Emp. Code : .....

Designation : .....

Date of Application:.....

Department & Unit: .....

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### Approval / Sanction by the Head of the Institution

(Registrar-SMU / Dean-SMIMS / Medical Superintendent-CRH / Director-SMIT)

Shri/Ms..... is permitted to avail of the LTC for the financial  
year as requested by him/her.

Date: .....

Sanctioning Authority

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### Verification/Certification of Hometown from the Human Resources Department

(In case of employees availing LTC for hometown)

The hometown of the concerned employee as per service record is .....  
.....whereas his/her spouse's (Name & Unit) .....  
.....working with us is .....

Date: .....

Verified / Certified by : .....

Name & Designation:

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(Note: this form duly approved by the sanctioning authority is to be attached with the claim form)

**SIKKIM MANIPAL UNIVERSITY**

**LEAVE TRAVEL CONCESSION CLAIM FORM**

|                       |  |            |                        |
|-----------------------|--|------------|------------------------|
| Name of the Employee: |  |            | Employee Code:         |
| Designation           |  | Department | Institution            |
| Initial D.O.J         | Destination: Home Town / Anywhere In India |            | LTC claim for the year |
| Place of Visit:       |  |            | 20 ..... to 20 .....   |

Basic pay at the time of availing LTC: Basic Pay Rs. \_\_\_\_\_ plus AGP (if any) Rs. \_\_\_\_\_ = Total Rs. \_\_\_\_\_

ENTITLEMENT: Restricted to dependent spouse & two children upto the age of 18 years and actual expenses incurred or eligible which ever is less, subject to maximum of one month basic pay. Hometown LTC is provided once in a financial year for visiting hometown whereas All India/Overseas LTC is provided once in block of two financial years for visiting any places in India/overseas.  
Each row should specify the sector wise cost of travel for the entire journey between Gangtok to the destination.

| Particulars of Travel |      |      |    |      |          |        | For Office Use Only<br>(as per eligibility) |        |
|-----------------------|------|------|----|------|----------|--------|---|--------|
| Sl                    | Date | From | To | Mode | Distance | Amount | Remarks                                     | Amount |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
|                       |      |      |    |      |          |        |   |        |
| <b>Total</b>          |      |      |    |      |          |        |   |        |

Note: Please attach all tickets in original and leave application for availing LTC.

I solemnly declare that the following dependent members are entitled to travel under Leave Travel Concession applicable to me as per rule:

| Sl | Name | Age | Relationship |
|----|------|-----|--------------|
| 1  |      |     |              |
| 2  |      |     |              |
| 3  |      |     |              |
| 4  |      |     |              |

|   |  |                           |
|---|--|---------------------------|
| Signature of the<br>Approving Authority | I declare that the above information is correct to be best of my knowledge. If any part of the above statement is found to be incorrect, I will be liable for disciplinary action as may be deemed appropriate by the University authorities | Signature of the Employee |
|---|--|---------------------------|

*For Finance Office Use Only*

|   |  |                                      |              |                                 |
|---|--|--------------------------------------|--------------|---------------------------------|
| Amount Payable: Rs. _____<br>(Actual or Eligibility, whichever is less) | Next claim due for the<br>Financial Year | <b>Particulars of Last LTC Claim</b> |              |                                 |
|   |  | Voucher Ref.                         | Voucher Date | Claim for the<br>Financial Year |
|   |  |                                      |              |                                 |
| Checked By  |  | Verified By                          |              |                                 |