

## **FSSAI LEAVE TRAVEL CONCESSION (LTC) RULES**

### **1. Leave Travel Concession (LTC)**

Employees of FSSAI shall be governed by the LTC Rules as prescribed below.

### **2. Eligibility**

- a) Any employee (including one appointed on contract basis and those re-employed after retirement), who has completed one-year service as on the date of onward journey.
- b) Self and family are eligible.
- c) Family for LTC means employee's spouse and two surviving children or stepchildren wholly dependent upon the employee. It includes in addition, parents, stepmother, unmarried sisters, minor brothers and married daughters who have been divorced, abandoned or separated from their husbands, if residing with and wholly dependent on the employee (provided their father is either not alive or is himself dependent on the employee). A person is said to be wholly dependent if his/her income from all sources does not exceed Rs. 3,500/- p.m.
- d) The restriction of two surviving children shall not apply in respect of children born on or before 19.10.98 and also in case of multiple births after one child.
- e) The condition of residing with the employee is, however, not applicable in the case of parents/step parents i.e. parents/step parents of the employee will be eligible for LTC if they are wholly dependent on the employee, even if they are not staying with him/her.
- f) ***In respect of employees transferred under section 90 of the Food Safety and Standards Act, 2006, the provision of the CCS Rules on the subject would be applicable.***

### **3. Admissibility**

- a) The concession is restricted to journeys within India.
- b) If both husband and wife are employed in different organizations, LTC can be availed for self/any family member only from one organization on declaration and certification by the other organization. However, some family members can avail of LTC from one spouse and the rest of the members from the other spouse.
- c) In case an employee goes on LTC and gets married, his/her spouse would be entitled for LTC coverage from the place of LTC to the place of posting.
- d) LTC cannot be availed of during closed holiday(s) only, without taking any leave.
- e) LTC can be combined with tour.
- f) In the case of All India LTC, the place of visit should be declared before commencement of the outward journey.
- g) In the case of All India LTC, an employee and different members of the family can visit different places, but each should declare the place before hand.

### **4. Home Town**

- a) Home town means the place declared by the employee which requires his/her physical presence at regular intervals for discharging various domestic/social obligations.

- b) Home town could be one where the employee owns residential property or where his relations are residing.
- c) Home town declaration once made at the time of joining shall be treated as final. In exceptional circumstances, home town can be changed only once during the entire service period. Any change shall be accepted subject to a detailed assessment based on the criteria detailed above.

## **5. Types of LTC and Conditions**

- i) The block years followed shall be 2006-2009, 2010-2013 and so on.
- ii) Block year of eligibility is one in which the employee completes one year's service.
- iii) In a span of 4 years, for example blocks of 2006-2009, an employee can avail either both blocks to home town (i.e.) 2006-2007 and 2008-2009  
Or  
one home town and one anywhere in India in lieu of the second home town block.
- iv) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the employee and his/her hometown, once in a block of two calendar years, such as 2006-07 and 2008-09 and so on.
- v) 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 2006-2009, 2010-2013 and so on.
- v) LTC to hometown is admissible every year for such employees (including unmarried employees) whose family is staying away his/her place of posting. This concession is in lieu of all other LTC facilities. No carry forward facility is available for this category of employees.
- vii) Employees, whose home town and place of posting are the same, are eligible for LTC once in 4 years only to visit any place in India.
- viii) Fresh recruits to FSSAI can 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 FSSAI employees only for the first two blocks of four years after joining FSSAI. In the case of employees, absorbed from other Central Government departments/organizations, the two blocks of four years each will include the service rendered in the erstwhile department(s)/organization(s). The existing blocks will remain the same (e.g. 2006-2009, 2010-2013 etc.), but the entitlements of new recruits will be different in the first eight years of service.
- ix) The concession admissible for a particular block of two years which is not availed during the block may be carried forward to the first year of the next block e.g. the outward journey for 2008-2009 block can be performed up to 31-12-2010. This facility is, however, not available to those who may avail LTC to home town every year due to his/her family being away from the station of posting.

x) Where the spouse/children of an employee are living at a place other than his headquarters, LTC can be claimed by them from the place they live to home town but the claim will be restricted to an amount admissible from his headquarters to the home town.

xi) If both husband and wife are FSSAI employees, they have option to declare separate home town independently. Both of them may claim the LTC in respect of the members of their 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. Similarly, the children shall be eligible for the benefit in one particular block as members of the family of one of the parents only.

xii) An employee and his family members may avail LTC in different groups at different times during a block of two years.

xiii) The journey will be counted against the block of two years within which the outward journey commences, even if the return journey is performed after the expiry of the said block.

xiv) The return journey must be completed within six months of the outward journey.

xv) During study leave for employee and members of the family staying with him, LTC will be from the place of study leave to home town/declared place of visit, limited to that admissible from his headquarters to home town/declared place of visit or actual expenditure, whichever is less.

## **6. Travel Entitlement**

Travel entitlement for LTC will be same as for official tours, except that no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any corporation in the public sector run by the Central or State Government or a local body. Air journey by private airlines will, however, be admissible.

## **7. Encashment of Earned Leave along with LTC**

FSSAI employees are allowed to encash 10 days' earned leave at the time of availing LTC to the extent of 60 days during the entire career *without linkage to the number and nature of leave availed*. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. Also, the balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed. Where both husband and wife are FSSAI employees, the entitlement for availing LTC shall remain unchanged and encashment of leave equal to 10 days at the time of availing of LTC will be available to both, subject to a maximum of sixty days each during the entire career.