



BHARTIYA SKILL DEVELOPMENT UNIVERSITY JAIPUR

01 April 2022

Leave Travel Concession

General

The policy shall provide financial assistance to employees while proceeding on leave for travel to any place in India or abroad for self & family members.

Scope and Effective Date

All employees who have completed one year of service, and employees who are employed on contract by BSDU Jaipur 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 less than 12 months.

Prerequisite

A minimum Leave period of four working days.

Eligibility / Entitlement

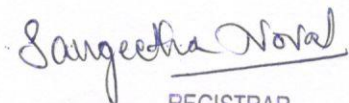
All Employees and their family members shall be eligible for travel to any place in India or abroad on Leave Travel Expense, as per entitlement, but maximum claim limited upto one month basic pay. The upper limit in case of contract employees drawing consolidated pay will be limited to 60 % of pay applicable to them. Basic pay for purpose of LTC will include component of Basic pay and AGP. For deputed staff members, their LTC will be calculated based on their designation and present seniority which will be equivalent to BSDU Pay structure. Any change, in declared mode of travel and place of visit, should be intimated to the HOI, before commencement of outward journey. It should be noted that in case of multiple destinations of visit, 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.

Definition of family

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

Entitlement

- LTC will be paid on a financial year basis i.e. April to March.
- 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.
- A new employee will be entitled to LTC travel only upon completion of the one year of service. LTC can only be availed once in two years. First/subsequent LTC can be taken after completion of one year from the previous availed LTC as per block year. 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. Employee on probation is not eligible for LTA.
- 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.


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

Procedure

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:

- 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.
- Air travel
The original air ticket/travel – agent bill along with boarding pass(es) should be produced.
- Road travel
The Original bus ticket or taxi bill needs to be produced.

General Guidelines

- Payment will be made by account payee cheque. LTC claims received by the Accounts Department by the 20th 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.
- 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.
- Charges payable to travel agents, travel organizers shall not be reimbursable.
- 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.
- Claims for reimbursement of LTC Shall be made within one month from the completion of the journey Claims not submitted within this time frame shall not be entertained.

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