



PBC No.124/2025

दक्षिण रेलवे / SOUTHERN RAILWAY

मुख्य कार्यालय /Headquarters Office,
कार्मिक शाखा /Personnel Branch,
चेन्नै /Chennai-600003
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All PHODs/DRMs/CWMs/CEWEs/CAO/CPM/PDA.Dy.CPOs/Sr.DPOs/Secy to GM,
Chairmen-RRBs/MAS, TVC; Additional Registrar/RCT/MAS; Secy/RRT/MAS,
Principals-MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD;
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units

विषय / Sub: Scheme of optional "All India Leave Travel Concession"
(AILTC) facility, once in a block of four years i.e., 2018-2021
onwards on surrender of Privilege Passes (PP) – Clarification
on various points of doubt and Procedure Order for processing

The scheme of optional "All India Leave Travel Concession" (AILTC) facility has been implemented for Railway servants once in a block of four years i.e., 2018-2021 onwards, on surrender of Privilege Passes (PP) vide Railway Board's letter No.E(W)2017/PS5-1/3 dated 10.09.2018 (RBE No.130/2018), in accordance with the Central Civil Services (Leave Travel Concession) i.e., CCS(LTC) Rules, 1988.

With the implementation of the said scheme, various points of doubts have been raised relating to entitlements and the procedure to be followed for claiming such entitlements under AILTC facility.

In order to obviate doubts in this regard, a detailed FAQ is enclosed as Annexure - A. The Proforma for self-certification by the Railway servant to be submitted at the time of availing AILTC is enclosed as Annexure- B.

This is only a compilation and wherever required, the original letters/latest clarifications should be taken into account.

This issues with the concurrence of Accounts and approval of PCPO.

(V.SWAMINATHAN)

उप मुख्य कार्मिक अधिकारी / समन्वय

Deputy Chief Personnel Officer/ Co-ord
for Principal Chief Personnel Officer.

c/- The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

Annexure A

Sl.No	Points of Doubt	Clarifications
1	Who are eligible for AILTC facility under existing instructions?	As per para (3) of RBE No.130/2018, (PBC 185/2018) this facility shall be applicable to (i) Railway servants entitled to PPs; (ii) Other Govt department's officials serving in Railways on deputation and entitled to PPs; (iii) Other officials serving in Railways and entitled to PPs; (iv) Officials of Audit Department(Railway) entitled to PPs.
2	Who are not eligible for AILTC facility under existing instructions?	(i) Railway servants undergoing minor penalty of stoppage of even a single Privilege Pass at the time of application for availing AILTC; (ii) Railway servant under suspension cannot avail of LTC and he/she cannot get any leave including casual leave during the period of suspension. However, the members of his family are entitled to LTC {Rule 7(15) of CCS (LTC) Rules}. (iii) Railway employee who has already availed of a Privilege Pass, will not be allowed AILTC in that year.
3	Whether Railway employees on deputation to any other Organization including Railway PSUs are eligible for optional LTC facility?	The Railway employees on deputation to any other Organization, including Railway PSUs, would be eligible for optional LTC in lieu of PP entitlement.
4	What is the definition of family and dependent for AILTC?	The definition of beneficiaries eg members of family, dependents, etc and other conditions as laid down in the CCS (LTC) rules will be applicable for availing "All India LTC" facility by the railway employees, even if such beneficiaries are not entitled for Privilege Pass under the Pass Rules, viz Spouse, two surviving unmarried children/stepchildren, Parents (including step-parents), married daughters (divorced/ abandoned/ separated), widowed daughters, unmarried minor brothers, unmarried/ divorced/ abandoned/separated/widowed sisters, when parents themselves are wholly dependent or no more, subject to conditions of financial dependency and co-residency, as applicable.
5	What is the procedure for availing of AILTC facility by a Railway servant?	Under CCS (LTC) Rules, the Govt servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided vide DoP&T OM dated 18.02.2016 that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification is annexed as Annexure B. Further, whenever a Railway servant applies for AILTC, he/she should be provided with a copy of the extant guidelines issued from time to time, which needs to be followed while availing LTC.
6	What should be the procedure for availing AILTC under these instructions?	As per stipulations of Para (5) of RBE No.130/2018, the Railways should administer the AILTC facility strictly in accordance with the CCS (LTC) Rules, 1988, as modified from time to time, without any deviation. Further, Para (8) thereto provides that OMs/Notifications related to LTC facility under CCS (LTC) Rules, issued by DoPT from time to time would be the guiding line for settling claims of LTC of Railway employees also.

7	Whether prior declaration/intimation of place of visit under AILTC is required?	As per Rule 6 of CCS (LTC) Rules, 1988, such declaration by the Railway servant in advance to his/her Controlling Officer is mandatory. The declared place of visit may be changed before the commencement of the journey with the approval of his/her controlling officer.
8	What is the meaning of Controlling Officer for the purpose of AILTC?	As per Rule 4(b) of CCS (LTC) Rules, 1988, the meaning of the Controlling officer for this purpose would be as declared under Supplementary Rule 191, which corresponds to Rule 1697 of IREC Vol.II on Travelling Allowance Rules, as amended vide RBE No.194/2018 , circulated vide PBC 274/2018.
9	What are the travel entitlements of Railway servants for the purpose of AILTC?	The travel entitlements of Railway servants for the purpose of AILTC shall be regulated as per instructions contained in DoPT's OM dated 19.09.2017 annexed to RBE No.130/2018 . As per these instructions, the travel entitlements of Railway servants for the purpose of AILTC shall be the same as TA entitlements as notified by MoF vide OM dt 13.07.2017, issued vide RBE 103/2017 and circulated vide PBC 141/2017, excluding the Daily Allowance as admissible on tour and any incidental expenses and expenditure incurred on local journeys.
10	What is the pre-requisite for availing optional AILTC facility for Railway servants?	A Railway servant willing to avail the optional AILTC for a particular calendar year in a block period of 4 years (ie., from 2018-2021 on wards) will have to surrender all his/her entitled Privilege Passes (PPs) in that calendar year. In terms of Para (4) of RBE No.130/2018 , those officials, who opt for AILTC facility, would be issued a 'Privilege Surrender Certificate' (PPSC) by the Pass Issuing Authority (PIA) as per given format pertaining to a particular calendar year in which he/she opts for AILTC facility on the basis of application submitted by the Railway servant as per given format.
11	Whether Railway employees intend to avail the LTC facility in lieu of PP entitlement in a particular calendar year would continue to be eligible for PTOs and other kinds of passes admissible under Pass Rules, in the same calendar year?	Yes. Railway employees would continue to be eligible for PTOs and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc, as admissible under Pass Rules.
12	What would be the procedure for counting of leave travel concession against particular blocks?	As per Rule 9 of CCS(LTC) Rules, 1988, a Government/Railway servant and members of his family availing of leave travel concession may travel in different groups at different times during a block of four years. The concession so availed of will be counted against the block of four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of four years. This will apply to availing of leave travel concession carried forward in terms of Rule 10 thereof.

13	What would happen if a Govt/ Railway servant who is unable to avail of the leave travel concession within a particular block of 4 years?	A Govt servant who is unable to avail of the leave travel concession within a particular block of four years may avail of the same within the first year of the next block of four years as per Rule 10 of CCS (LTC) Rules, 1988.
14	What kind of leave is required to be taken for availing AILTC facility?	As per Rule 7(2) of CCS (LTC) Rules, 1988, the leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave. In the case of a Govt/Railway servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.
15	What is the time line for drawal of advance for the purpose of LTC journey?	As per DoPT's OM dt. 13.05.2016, 125 days before the proposed date of the outward journey by train. Cases where LTC journey is proposed to be undertaken by air/sea/road, the time line shall be 65 days. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Govt/Railway servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilized the amount to purchase the tickets.
16	What is the limit for taking advance for the purpose of LTC journey?	As per Rule 15 of CCS (LTC) Rules, 1988, advance may be granted to Government/ Railway servants to enable them to avail themselves of the concession. The amount of such advances in each case shall be limited to four-fifths of the estimated amount, which Government would have to reimburse in respect of the cost of the journey both ways.
17	In case both husband and wife are Railway servants and are entitled to PP, is it mandatory to surrender their respective entitled PPs for availing AILTC facility?	Yes. This is as per stipulation of para 4(v) of RBE No.130/2018 .
18 a	Who are all entitled for LTC air travel within the country?	(i) It is clarified that in line with DoPT's instructions dated 19.09.2017, Government employees in the bracket of pay level 14 and above, shall be entitled for air travel in Business/Club class for the purpose of LTC. However, other conditions like rate ceiling of LTC-80 fare and booking of tickets through authorized modes, shall continue to exist. (RBE 130/2018; DoPT OM dt 18.01.2018)
18 b	What are prescribed procedures for booking of air ticket under AILTC for Railway servants in the bracket of pay level 14 and above?	(i) In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs) namely: (a) M/s Balmer Lawrie & Company Limited (BLCL); (b) M/s Ashok Travels & Tours (ATT); (c) Indian Railways Catering and Tourism Corporation Ltd (IRCTC). The choice of the travel agent is left open to the official in case of self-booking. (ii) Government employees should choose flight having the cheapest Fare on their entitled travel class, preferably for Non-stop flight in a given slot, at least 21 days prior to the intended date of travel on LTC to avail the most competitive fares, and avoid unnecessary cancellations

		<p>(iii) Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares. Approval of the tour programme and LTC may be obtained at least 21 days prior to the intended date of travel.</p> <p>(iv) Any booking made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.</p> <p>(v) Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of employee's self-declared justification.</p> <p>(vi) Employee should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for the same leg of travel with the self-declared justification for the same. In such exceptional circumstances, the booking of two alternative flights be done with the approval of the authority competent to approve the air travel.</p> <p>(RBE 165/2022)</p>
18c	Travel entitlement for Railway servants by train/vehicles within the country.	<p><u>Pay level 12 and above:</u> Executive/AC 1st Class (In case of Premium/Premium Tatkal / Suvidha/ Shatabdi/ Rajdhani Trains as per available highest class)</p> <p><u>Pay level 6 to 11:</u> AC 2nd Class/Chair Car (In Shatabdi Trains)</p> <p><u>Pay level 5 & below:</u> AC 3rd Class/Chair Car</p> <p>1. No daily allowance shall be admissible for travel on LTC, any incidental expenses and expenditure incurred on local journeys shall not be admissible.</p> <p>2. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Govt or any Corporation run by Central/ State Govt/ Local body.</p> <p>3. Travel by Premium trains/Premium Tatkal trains/ Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for purpose of LTC.</p> <p>4. Flexi fare (dynamic fare) applicable in Rajdhani/ Shatabdi/ Durgam Chattrapati trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Govt servant travels by air and claims reimbursement for the entitled class of Rajdhani/ Shatabdi/ Durgam Chattrapati trains.</p> <p>(DoPT OM dt 19.09.2017-RBE 130/2018)</p>
19	What is the time limit for submission of claim for AILTC facility?	<p>In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of claim is (a) Within three months of completion of return journey, if no advance is drawn; and (b) Within one month of completion of return journey, if advance is drawn.</p>

20	Whether a duplicate PPSC can be issued?	As per para 4(x) of RBE No.130/2018, a duplicate PPSC can only be issued under special circumstances by the PIA.
21	Whether encashment of upto 10 days Leave on average pay is admissible along with AILTC facility	In terms of RBE No.157/2018 circulated vide PBC No.221/2018, Railway servants may be allowed to encash LAP upto 10 days at the time of availing the facility of AILTC under extant terms & conditions.
22	What would be the guiding line to settle the claim of AILTC facility for "Fresh recruits"?	AILTC entitlements of a Fresh Recruit should be regulated as per DoP&T's OM No.31011/7/2013-Estt(A)-IV, dated 26.09.2014 annexed to RBE No.130/2018 and the conditions and definitions as laid down in the CCS(LTC) Rules.
23	Whether Railway servants are entitled to Home Town LTC/Home Town converted LTC under these instructions?	No. As per para(5) of RBE No.130/2018, such facility shall not be admissible to Railway servants.
24	Whether the tours conducted by the ITDC/STDCs are covered for availing the facility of AILTC?	As per DoPT's OM dt 30.07.2002, tours conducted by ITDC/STDCs either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing AILTC facilities provided the ITDC/STDCs certify that the journey has actually been performed by the Govt servant and his family members for which he is claiming the LTC. The reimbursement in such cases shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.
25	Whether the tours conducted by IRCTC are covered for availing the AILTC facility?	Yes. Such claims shall be regulated as per DoP&T's OM dated 26.03.2008.
26	What is the relaxation to travel by air to visit North East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N)?	As per extant instructions of DoPT issued from time to time, the scheme in relaxation to CCS(LTC) Rules, 1988, allowing Govt/Railway servants, (including Govt/Railway servants not entitled to travel by air), to travel by air to visit North East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N), this scheme, as extended from time to time, was last extended upto 25.09.2022. The benefit of claims of Govt/Railway servants both entitled to travel by air and not entitled to travel by air be regulated in terms of DoPT's OMs dt 20.09.2018, 20.06.2019 and 08.10.2020.
27	Whether AILTC can be availed of during Study Leave?	As per Rule 7(17) of CCS(LTC) Rules, 1988, the LTC is admissible to the Central Govt employees while on study leave. In such cases, the claims are to be regulated strictly as per procedure laid down therein.
28	Whether the facility of AILTC would be admissible on resignation?	LTC is not admissible on resignation. The concession will not, however, be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.
29	Whether travel by private vehicles is permissible under AILTC facility?	As per LTC rules, a Govt servant may travel only by vehicles operated by Central/State Government or local bodies or by any corporation in the public sector owned/controlled by Central/State Government. Journey

		on LTC by Taxi, auto rickshaw etc, are permissible only between places not connected by rail. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorized to ply as public carriers.
30	What would be the procedure for reimbursement in cases where a Govt/Railway servant travels on AILTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc)?	As per DoP&T's OM dated 09.02.2017, in case, there is no public transport available in a particular stretch of journey, the Govt servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 kms covered by the private/ personal transport based on a self-certification from the Govt. servant. Beyond this, the expenditure shall be borne by the Govt. servant. Further, as per clarification issued vide DoP&T's OM dated 04.02.2021, the 100 kms limit as prescribed is to be seen from one side and hence, for the to and fro journey, the fare reimbursement shall be provided for a total of 200 kms (100 kms each side). In cases where members of the family avail LTC separately, they shall also be eligible for reimbursement of taxi fare/private transport separately.
31	Whether PPSC can be cancelled and PPA re-opened?	Request for cancellation of PPSC and re-opening of PPA will be entertained only in exceptional circumstances.
32	How to cancel a PPSC already issued and unblock a PP account?	The applicant will submit an application to PIA, explaining the reasons for non-availing of AILTC with supporting documents, if any, accompanied with the original PPSC and a Certificate to the effect that "the applicant has not drawn any LTC Advance or returned the advance drawn in full in accordance with the Rules regarding grant of LTC advance and adjustment thereof, as contained in CCS(LTC) Rules, 1988. A decision on the request will be taken on the grounds whether the circumstances stated by the applicant are beyond his/her control or otherwise and by an SAG officer in the Personnel Department overseeing the Pass Section as Competent Authority. If approved by the Competent Authority, the PPSC as well as CN, if any, may be treated as 'cancelled' and PPA unblocked/reopened for the respective year.
33	How to unblock PPA in case husband and wife are Railway servants and their PIAs are different?	In such a case, decision to cancel the PPSC will also be intimated to PIA who has issued "Confirmation Note" to facilitate unblocking of PPA of the spouse.
34	Whether a fresh PPSC/CN can be issued in the same calendar year where an PPSC issued earlier was cancelled?	Request for issue of a fresh PPSC/CN will not be entertained in the same calendar year.
35	Can AILTC of current Block 2022-2025 be availed within the year 2026?	PPSC of Calendar Year 2025 (i.e., last year of 4 years' block) which is eligible for availing AILTC during 2025, shall be valid for availing the carry over AILTC in the year 2026. Surrender of privilege passes and issuance of PPSC will be permissible till the closure of the Privilege Pass Account of current Calendar Year 2025 (i.e., 30 th April 2026)

		Validity of Privilege Passes/Widow Pass/PTOs shall be one month more than the Advance Reservation period (ARP) of 60 days, but will not be less than 4 months , if ARP is reduced in future. (RB No.2024/E(W)01/08/6 dated 25.10.2024 – PBC 228/2024)
36	Who is the competent authority to sanction AILTC advance, etc	The Authorities stipulated in Rule 1697 of IREC Vol.II, Rule 1003 of IRAAF and Rule 1109 of IREM, and in the relevant SOPs as competent to sanction advances, etc. as per Railway TA Rules, shall be Competent Authorities also for all matters connected with AILTC (RBE 84/2021 – PBC 179/2021)
37	Whether return journey while availing AILTC can be performed in the year following the respective Calendar year?	It is mandatory to commence onward journey on or before 31 st Dec of the calendar year. But return journey can be performed in the next calendar year while availing AILTC. However, in the case of last calendar year of a block of 4 years, onward AILTC journey can also be performed on or before 31 st Dec of next calendar year and return journey can be performed in the following calendar year. (RBE 152/2022 – PBC 248/2022)
38	Can a PPSC of a Calendar year be cancelled after 31 st Dec of calendar year?	PPSC of a Calendar year cannot be cancelled after 31 st Dec of the Calendar year excepting in case of last year of 4 years' block. (RB Ir No.2024/E(W)/12/1 dt 16.08.2024 – PBC 175/2024)
39	When can a PPSC/CN (Confirmation Note) be issued?	PPSC/CN for availing AILTC in the next Calendar Year may be issued upto two months in advance i.e., 1 st November onwards, after suitably scoring out the word 'current' indicated before "Calendar Year" in the PPSC/CN proforma. (RBE 165/2022 – PBC 277/2022)
40	Encashment of leave in entire service	The encashment of leave is subject to the overall limit of 60 days in the entire service. (RB Ir.No.D-43/15/2018-F(E)/III dated 11.10.2018: RBE 157/2018- PBC 221/2018)

Proforma for self-certification by the Railway servant

1. Sh./Smt./Kr. _____ (Name of the Railway servant) wish to confirm that I am availing any Place in India LTC in respect of self/ family member(s) for the block year _____ to visit _____ (Place of visit) during _____ (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relation with Railway servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

4. Necessary Privilege Pass Surrender Certificate' (PPSC) by the Pass Issuing Authority (PIA) in the prescribed format is enclosed.

5. I am aware of the extant guidelines issued from time to time relating to AILTC facility, which shall be followed by me while availing LTC.

Signature of Railway servant with Designation