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Indira Gandhi National Centre for the Arts
Administration (Sutradhara)

29 September, 2014

Sub: Regulation of Expenditure on LTC claims – IGNCAs Employees.

Permanent employees of IGNCAs (those who are in receipt of grade pay) are entitled for Leave Travel Concession as applicable to Central Government Employees. The main features are as given below and full conditions are given in government orders issued from time to time (also reproduce in Swamy's Hand Book):-

- The previous block of four years was 2010-11 and 2012-13 and the current block of four years is 2013-14 and 2015-16 and the block of four years goes so on ;
- An employee and family members are entitled for home town LTC once in a block of two years of four years block ;
- Once in a block of four years, an employees can avail LTC for self and family members to visit anywhere in India. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years;
- In case of fresh recruit, they can visit home town for first three consecutive years and anywhere in India in fourth year. Their subsequent LTC will be governed as above.
- The expenditure on LTC is compiled separately and is subject to availability of funds.

Though LTC is available every year and as such the expenditure on this count should be more or less evenly spread over a block of four years. However, it has been experienced in the past that employees are availing the benefit of four years LTC in the last year of four years block or the extended period. This leads to abnormally high expenditure on LTC in the last year of the block and this trend is adversely impacting the budgeting process of IGNCAs. To overcome this problem, it has been decided that expenditure on LTC should be evenly spread and it should not be allowed to exceed the budgetary allocation for a particular year. Accordingly, it has been decided by the competent authority that the following procedure will be followed for grant of LTC for IGNCAs employees:-

- The Budget for LTC will be provided centrally and will be held by Establishment Section;
- The LTC will be governed on first come first serve basis. The employees are to apply for LTC to Establishment Section well in advance and the Establishment Section will check availability of funds before giving permission;
- An employee may take permission in advance for the journey to be performed within six months. However, if an employee does not perform the journey after getting permission, his/her LTC entitlement will be given last priority at the end of the year subject to availability of funds. Further, the permission for carry forward of LTC to next year is to be taken by the employee before end of the year/block and not after year/block is over.

The above rules are applicable w.e.f. date of issue of this circular.

All HoDs/Head of Office/Section Incharge are advised to bring above circular to the notice of employees working under them.

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(Jayanta Kumar Ray)
Director (Admn.)

Distribution :-

- All HoDs
- All Section Incharge
- PS to MS
- Sr.PA to JS