



**COAL INDIA LIMITED  
"COAL BHAWAN"  
10 NETAJI SUBHAS ROAD  
KOLKATA – 700001**

No. CIL/C-5A(vi)/LTC/1500

Date : 28.09.2010

**OFFICE ORDER**

**Sub : COAL INDIA EXECUTIVES LEAVE TRAVEL CONCESSION RULES 2010**

The Board of Directors of CIL in their 259<sup>th</sup> Meeting held on 21<sup>st</sup> August 2010 at Kolkata, has approved the amendments of existing Leave Travel Concession Rules .

Accordingly "COAL INDIA EXECUTIVES LEAVE TRAVEL CONCESSION RULES 2010" approved by the Board Of Directors of CIL is enclosed herewith for implementation with immediate effect i.e 28<sup>th</sup> September '2010.

This issues with the approval of Competent Authority.

  
28/09  
(H. Kujur)

**General Manager (Personnel)**

**Distribution:**

1. CMD, ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDI
2. D (P&IR)/D (F)/D(T)/D (Mktg), CIL, Kolkata
3. CVO, CIL, Kolkata
4. D (P)/D (F), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
5. D (RD&T), CMPDI, Ranchi
6. ED, IICM, Ranchi
7. CGM(Mining)/TS to Chairman, CIL, Kolkata
8. CGM(P)/GM(P), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
9. CGM(MP&IR), CIL, Kolkata / CGM, NEC, Margeritha, Assam /CGM, CIL, New Delhi
10. CGM(Finance), CIL, Kolkata
11. Company Secretary, CIL, Kolkata.
12. GM(Telecom),CIL – with a request to upload the same in CIL website intranet under CIL Rules / internet under Info – Circulars. Soft Copy e-mailed .
13. GM, CIL Centralised Cell, Ranchi
14. President , CMOAI(Apex)
15. Secretary General, CMOAI(Apex)
16. Guard file

# **COAL INDIA EXECUTIVES LEAVE TRAVEL CONCESSION RULES 2010**

**w.e.f 28<sup>th</sup> September 2010**

**(Including clarification issued on 12/13.07.2011)**



**COAL INDIA LIMITED  
(A Government of India Enterprise)  
(A Maharatna Company)  
"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD, KOLKATA-700001**



## COAL INDIA EXECUTIVES LEAVE TRAVEL CONCESSION RULES 2010

### 1. SHORT TITLE & COMMENCEMENT

These rules shall be called the Coal India Executives Leave Travel Concession Rules, 2010. Except where otherwise specifically provided for by an executive order, direction or instruction, these rules come into force with effect from 28<sup>th</sup> September'2010 and it supersedes earlier Leave travel concession rules and circulars issued in this respect.

### 2. SCOPE & COVERAGE

2.1 This rule shall applicable to all Board level and below Board level executives of Coal India Limited and its subsidiaries. It also includes deputationist from other organizations, Public Sector Undertakings unless there is nothing repugnant in their terms of deputation.

2.2 These rules shall not apply to the executives appointed as management trainee. However they are eligible for the LTC after completion of their training and confirmation in the regular grade.

### 3. DEFINITION

3.1 'Basic Pay' means the basic pay of an executive (include Special pay, Personal pay, Non Practicing Allowance as applicable).

3.2 'Company' means the Coal India Limited.

3.3 'Family' means an executive's wife/husband, legitimate children and step children residing with and wholly dependent upon him.

Not more than one wife is included in a Family for the purpose of these rules. Where the wife is also a Company's executive, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both.

3.4 'Shortest Route' means the route by which the destination can be reached earliest in point of time by the approved mode of travel.

#### Note:

Executives proceeding on LTC will be entitled to travel between Ranchi to Bombay side or Madras side and vice versa via Tatanagar Rly. Station. For such journeys, the route may also be via Rourkella, Chakradharpur or Kharagapur as the case may be if the executive actually takes such route.

3.5 'Year' of the purpose of these rules shall mean the calendar year. Leave Travel

Concession due for the calendar year will have to be availed of during the calendar year itself.

i.e. the outward journey should commence before the end of the calendar year and it is not necessary to complete the inward journey within the calendar year.

- 3.6 'Home Town' means permanent hometown or village as declared by the executives in company records at the time of his entry into the service of the Company.

Note:

a) A declaration of 'Home town' once made shall ordinarily be treated as final but in exceptional circumstances, the Chairman, a Functional Director/Managing Director of the subsidiary may authorize a change provide that such a change shall not be made more than once during the entire service of an executive.

b) Apart from other tests that the authorities mentioned in note (a) above may like to apply, the correct test to determine whether a place declared by an executive should be accepted as his home town or not will be to check.

(i) Whether the place declared by the executive is one where he would normally reside but for his service under the Company.

(ii) Whether the place is one which requires his physical presence at intervals for discharging various domestic and social obligations and if so, whether the executive has been visiting that place frequently.

(iii) Whether the executive owns residential property in that place or whether he is a member of a joint family having such property there.

(iv) Whether his near relations are residents in that place.

(v) Whether, prior to his entry into Company service, he had been living there for some years. Where the executive or the family of which he is a member owns residential or landed property in more than one place, it would be left to the executive to make a choice giving reasons for the same. The decision of the authorities mentioned at note (a) above shall be final in all cases regarding declaration of hometown.

- 3.7 'Head Quarters' means the normal place of duty of the executive at the time of outward journey.

#### **4. ENTITLEMENT OF LTC/LLTC**

##### **4.1 LEAVE TRAVEL CONCESSION**

- 4.1.1 The Leave Travel Concession will be admissible once every year to the executives who are entitled to regular leave. It will cover all executives and their families as defined in clause 3.3 above.



- 4.1.2 The executives will be entitled to the Leave travel concession to their home town in India. The amount reimbursable by the Company will be 100%.
- 4.1.3 The executives of E5 Grade and above shall be allowed to avail Railway Air Conditioned 1st Class/Air Travel.
- 4.1.4 The executives of E2 to E4 Grade shall be allowed to avail Railway Air Conditioned 2nd Class/Air Travel.
- 4.1.5 Executives of E1 Grade shall be allowed to avail Railway fare for 2nd Class Air Conditioned /1st Class and they will not be entitled to Air travels.
- 4.1.6 The executives may however travel by road and/or steamer if the place of visit has no rail connection but overall ceiling will be the admissible Railway fare.

Note: (i) When air services provide two classes of travel, viz. Ordinary and executive class, the Board Level Executives of CIL & Its Subsidiaries and Executives in E-9 Grade shall be entitled to travel by Executive Class.

(ii) Executives entitled for Air Travel on LTC/LLTC can travel in passenger planes of airlines only.

(Authority : CIL/C-5A(PC)/27 dated 12/13.07.2011)

## 4.2 LIBERALISED LEAVE TRAVEL CONCESSION

- 4.2.1 Once in a block of 4 calendar years commencing from the 1st January, 1976 the executives will be entitled to the concession under these rules for journeys to any place in India. This concession will, however, be in lieu of LTC entitlement of that year to travel to hometown and back. This facility of availing LTC for journeys to any place in India once in 4 years will also be available to executives whose home towns are either the same or very close to their places of posting and so are not entitled to LTC for home town.
- 4.2.2 (i) If an executive who is entitled to travel by Air on LLTC, travels to a place outside India, per member of the family who are entitled to LLTC would be entitled to reimbursement of LLTC actual air fare or Rs.50,000/- (For executive class entitlement)/Rs.35,000/- (For economy class entitlement), whichever is lower subject to submission of documentary proof.
- (ii) If an executive who is not entitled to travel by air on LLTC, travels to a place outside India, per member of the family who are entitled to LLTC would be entitled to reimbursement of LLTC, actual air fare or Rs.7600/- whichever is lower, subject to submission of documentary proof.

Note:

(a) The above admissible reimbursement amount is including the expenditure incurred by the executive from HQ/Residence to the airport for onward journey and from airport to HQ/Residence on return journey as per TA rules.

(b) If the family members of the executive perform only outward/only inward



journey, the maximum reimbursement amount will be the same as mentioned in 4.2.2 (i) & (ii).

4.2.3 The executives and/or members of the family may avail of LLTC facilities for travel to the same place or to different places of their choice in India/Abroad.

4.2.4 Encashment of LLTC

(i) The executives have the option to avail LLTC once in a block of 4 years or en-cash the same subject to limit of Railway fare in the entitled class upto 1700 km. each way for the executive and entitled family members.

(ii) Reservation charges for travel by Superfast Trains or any other surcharge otherwise leviable for actual journey undertaken will not be payable under this scheme.

(iii) The facility of encashment of LLTC is also admissible to the family of an executive who dies while in service and not availed LLTC in that block.

4.3 Chairman-cum-Managing Director, CIL is empowered to extend the block year by six months for the executives who have not availed the LTC/LLTC due to exigency of work and in the interest of the company.

## **5. ELIGIBILITY**

5.1 The concession is not admissible to an executive who has not completed one year of continuous service on the date the journey is performed by him or is family as the case may be.

The condition of one year continuous service on the date of journey for admissibility of the Leave Travel Concession is applicable equally to permanent executives and probationers.

5.2 The term continuous service under the Company may be computed including the continuous service under the non-executive cadre and the concession in the executive cadre in respect of such an executive could be available during the particular calendar year provided that the train fare facility/LTC available under NCWA has not already been availed of by the concerned executive during the particular calendar year he was in service in the non-executive cadre.

### **Note :**

A non-executive who had availed home town LTC for 4 adults in the year 1987, against the block year 1987-90, would not be entitled to home LTC for the year 1988 after his promotion in executive cadre. However, if he had drawn the RRF for self only in the year 1987 he would be entitled to home town LTC as an executive for the year 1988 on his incoming an executive.

5.3 The concession will be admissible to executives proceeding on leave just before attaining age of superannuation. But in this case, the Company's assistance on



the usual scale will be limited to fares for self and family for the outward journey only.

- 5.4 The concession will also be admissible to an executive who had actually applied for leave preparatory to retirement but could not avail the same as it was refused in the interest of company's work provided that in such cases, the company's assistance will be limited to fares for self and family for the outward journey only.
- 5.5 The concession will be admissible for journeys performed by the executives during regular leave including medical leave, leave on half pay, earned leave or casual leave as the case may be irrespective of their duration.
- 5.6 The concession will not however be admissible to an executive who proceeds on leave and then resigns his post without returning to duty.
- 5.7 Spouse will continue to be dependant for the purpose of these rules, irrespective of his/her official status as an executive elsewhere. This will be subject to submission of declaration by the claimant that he/she has not claimed the reimbursement from his/her employer to avoid double claim for an individual ..
- 5.8 The Leave Travel Concession will also be admissible during maternity leave.

## **6. RESTRICTED CONCESSION**

LTC/LLTC will be admissible to the members of an executive's family with reference to the facts existing at the time of the outward and the return journeys independently. The following types of cases are given by way of illustrations only:

- 6.1 Entitled to reimbursement in respect of the outward journey only:
- (a) A dependent son/daughter getting employment or getting married after having gone on LTC/LLTC or remaining there for prosecution of studies.
- (b) The family, having performed the outward journey does not complete the return journey within six months.
- 6.2 Entitled to reimbursement in respect of the return journey only:
- (a) A newly married wife coming from the hometown or a place of visit on LLTC to headquarters station or a wife who had been living for a long time at hometown or a place of visit on LLTC and did not avail herself of the LTC/LLTC in respect of the outward journey.
- (b) A dependent son/daughter, returning with parents or coming alone from hometown or a place of visit on LLTC where he/she has been prosecuting studies or living with grandparents etc.



- (c) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of the return journey.
  - (d) A child legally adopted by an executive while staying in the hometown or a place of visit on LLTC
- 6.3 Entitlement of dependent children studying away from the place of work or hometown on availing LTC:

A dependent son/daughter who is prosecuting his/her studies at a place away from the place of work and hometown of the executive would be entitled to this concession for going to the hometown or to the place of work of the executive concerned and back to the place of his/her studies once a year. The assistance will however be limited to the LTC otherwise admissible or the actual expenditure, whichever is less.

## 7. ENTITLEMENT OF REIMBURSEMENT IN CASES WHERE JOURNEY IS NOT UNDERTAKEN BY RAIL

- 7.1 (i) LTC/LLTC will also be admissible for journeys undertaken by other modes of conveyance provided the place is not connected by Railways. In all cases, the journey must be performed by the shortest road route/steamer service. The assistance will be limited to the actual expenses incurred subject to a ceiling of Rs. 8/- per kilometer. The assistance for journeys by own car/taxi will, however, be Rs. 12/- per kilometer limited to entitled railway fare.
- (ii) However, in the case of road journey by bus the reimbursement will be the actual bus fare for each member of the family without limiting it to Rs. 8/- per kilometer.
- 7.2 (i) It will be permissible for an executive and his family members to travel in a class higher or lower than to which he is entitled. In the former case, the Company's liability will be restricted to the fare by the class to which the executive is entitled and in the later case to the fare by the class in which he or his family actually traveled. If on such journeys, or part of such journeys, the executive or a member of his family traveled by road or by steamer for the places which are connected by rail, the extent of the Company's assistance will be limited to what would have been admissible had he traveled by rail in the authorized class or the actual expenses whichever is less.
- (ii) Journey need not necessarily commence from or end at the headquarters of the executive either in his own case or in the case of his family. But the assistance to be given will be the amount that would have been admissible had the journey been performed between the headquarters and the 'Home' of the executive.



## 8. TRAVEL BY ROAD IN CAR

Where the executive and his family travel by private car (the cost of propulsion being borne by the executive himself), the concession shall be equivalent to what would have been admissible had the journey been performed by rail by the entitled class as per or the actual expense whichever is less.

## 9. PROOF OF JOURNEY

- 9.1 AIR ➤ Air ticket & counterfoils of boarding cards/pass
- 9.2 TRAIN ➤ Train number & Name  
➤ PNR number
- 9.3 CAR ➤ Whichever is relevant :
  - Petrol/Diesel receipts
  - Toll/Bridge tax receipts
  - Vehicle repair bills➤ If the car is owned by the executive, the Xerox copy of RC
- If the car belongs to somebody else, the certificate of the owner of the vehicle to the effect that he had lent his car (giving the Registration No. of the vehicle) to the executive concerned for undertaking journey during LTC/LLTC
- 9.4 PUBLIC BUS/TAXI ➤ Tickets/Receipts/Taxi registration number

## 10. CANCELLATION CHARGES

- 10.1 Where an executive has to cancel leave and journey solely for official reason and in the interest of the Company, he may be allowed reimbursement of cancellation charges including reservation charges.
- 10.2 It may, however, be noted that where an executive cancels his leave and journey not solely due to official reasons but for his own convenience reimbursement of cancellation charges will not be allowed.

## 11. CONVEYANCE CHARGES

- 11.1 In connection with the LTC/LLTC journeys by rail/air, the conveyance charges for road journey from headquarters/residence to Railway Station/ Air port and vice-versa will also be reimbursable as per TA rules.
- 11.2 The road journeys undertaken at the intermediate stations during LTC/LLTC journeys such as from Railway station/Air port/Sea Port to Rly. Station/Air port/Sea port and vice versa will also be treated as part of the journeys and the reimbursement therefore would be governed as per TA Rules.

## 12. ROUTE FOR TRAVEL

The Company's liability for the cost of railway fare shall be limited to the fare by the shortest route.

**Note :** An executive or his family members may travel by any route or halt anywhere on the way to or from the home town, but the Company's assistance shall be limited to the fare by the shortest route calculated on a 'through' ticket basis. When an executive or any member of his family performs the journey by a longer route in two different classes of railway accommodation, for example, partly by AC 1<sup>st</sup> class to which he is entitled class rate will be admissible for the corresponding proportion of the shortest route and the lower class rate for the remaining mileage by such route.

**Example:** If the total distance by the longer route is 1100 kms. and that by the shortest route is 1000 kms and if an executive entitled to AC 1<sup>st</sup> class has traveled 800 kms. By AC 2<sup>nd</sup> Class and the remaining 300 Kms. by AC 1<sup>st</sup> class, Company's share of reimbursement of the expenditure incurred in this case will be as follows:

- (i) Distance for which AC 2<sup>nd</sup> class fare will be admissible:

$$\frac{\text{Distance actually traveled by AC IInd class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

i.e.  $\frac{800 \times 1000}{1100} = 727 \text{ Kms. (approx)}$

- (ii) Distance for which AC 1<sup>st</sup> class fare will be admissible:

$$\frac{\text{Distance actually traveled by AC Ist class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$

i.e.  $\frac{300 \times 1000}{1100} = 273 \text{ Kms. (approx)}$

There is no objection to an executive traveling by mail/express train when availing himself of the leave travel concession and claiming reimbursement



accordingly. In such case, a certificate to the effect that the journey was actually performed by mail/express train should be recorded by the claimant on his TA Bill.

**13. WHETHER EXECUTIVE AND FAMILY MEMBERS SHOULD TRAVEL TOGETHER**

- 13.1 The members of the family may travel together or separately in different groups as may be convenient to them. When they travel in different times, reimbursement of expenditure, may be allowed in respect of each such group, if the outward journey of the last such group commences before the expiry of six months from the date of commencement of the outward journey by the first group and the return journey of each such group must be completed within six months from the date of commencement of outward journey by that group. The entitlement of the family members to the concession will not depend on whether the executive may or may not proceed on regular leave.
- 13.2 The time limit of six months mentioned in 13.1 may be relaxed in special cases by the Controlling Officer.

**14. ADVANCE**

- 14.1 An executive shall be entitled to draw an advance of 80% of the estimated fare by the entitled class. Advance for both the journeys will be admissible only if the return journey is to be completed within 90 days.

If, after drawing the advance, the journey is not performed, the advance shall be refunded immediately in full.

- 14.2 The LTC/LLTC advance may be paid two months in advance of the date of commencement of the outward journey or on the date of sanction of the leave whichever is later.

As LTC/LLTC can be planned in advance by the executive, he can avail the privileges/ benefits extended by the various airlines by booking the tickets well in advance.

**15. LEAVE TRAVEL CONCESSION CLAIMS**

The claims for leave travel concession shall be submitted within one month after the completion of the return journey.

**16. MISCELLANEOUS**

All executives whether on duty or proceeding on leave under Leave Travel concession may be allowed to travel by air from Mohanbari to Kolkata and from Kolkata to Mohanbari. Rest of the journey should be performed as per normal T.A. rules.



**17. INTERPRETATION**

The power to interpret these rules is reserved with the Director (P&IR) / Chairman, CIL and their interpretation will be final.

**18. SAVINGS**

This rule can be withdrawn or amended at the discretion of the company without any prior notification and assigning any reason therefore.

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