

Entitlement for Leave Travel Concession (Any Place of India/Home Town Visit) Categorization of Panjab University Employees on the Basis of Grade Pay shall as under:-

**A. Categorization of employees for the purpose of T.A/D.A and LTC claims as below:-**

<u>Category</u>	<u>Grade Pay</u>
I	Rs. 10,000 and above
II	Rs. 7600 to Rs. 9,999
III	Rs. 5400 to Rs. 7599
IV	Rs. 3800 to Rs. 5399
V	Below Rs. 3800

**Entitlement to travel by air with in India:-**

<u>Grade Pay Category</u>	<u>Entitlement class by air</u>
I & II	Economy (Tourist class/Standard class)
III	Economy (Tourist class/Standard class) (with the condition that one way distance is more than 500 Kms.)

**B. Travel by Rail**

<b>Category</b>	<b>Grade Pay</b>	<b>Entitlement</b>
I	Rs. 10,000 and Exceeding	First Class AC/Executive Class
II	Rs. 7600/- to Rs. 9999/-	First Class/AC Chair Car/AC Two Tier Sleeper
III	Rs. 5000/- to Rs. 7599/-	First Class/AC Chair Car/AC Three Tier Sleeper
IV & V	Rs. 4999 and below	Second Class Sleeper

**C. Journey by Rajdhani Express Trains**

<b>Category</b>	<b>Grade Pay</b>	<b>Entitlement</b>
I	Rs. 10,000 and Exceeding	First Class AC/Executive Class
II	Rs. 7600/- to Rs. 9999/-	First Class/AC Chair Car/AC Two Tier Sleeper
III	Rs. 5000/- to Rs. 7599/-	First Class/AC Chair Car/AC Three Tier Sleeper

## Journey by Shatabdi Express Trains

Category	Grade Pay	Entitlement
I	Exceeding Rs. 10,000/-	First Class AC Executive Class
II & III	Rs. 5000/- to Rs. 9999/-	First Class/AC Chair Car/AC Two Tier Sleeper

Note: Entitlement by Rajdhani/Shatabadi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis.

### D Journey by sea or by rivers Steamer

Category	Grade Pay	Entitlement
I	Rs. 10,000/- & Exceeding	Highest Class
II	Rs. 7600/- to Rs. 9999/-	If there be two classes only on steamer, the lower Class
III	Rs. 5000/- to Rs. 7599/-	If there be three classes, the middle or second class.
	If	there be four classes, the third.
IV & V	Rs. 4999/- and below	The lowest class

The traveling to Andaman & Nicobar and Lakshadweep, mainland and Islands, is covered by the shipping Corporation of India Limited. The entitlement and groups to travel these places, will be as under:

Category	Grade Pay	Entitlement
I	Rs. 10,000/- & Exceeding	Deluxe Class
II	Rs. 7600/- to Rs. 9999/-	First Class/ 'A' Class Cabin
III	Rs. 5000/- to Rs. 7599/-	Second Class/ 'B' Class Cabin
IV & V	Rs. 4999/- and below	Bunk Class

### E Travel by Road

Category	Grade Pay	Entitlement
I & II	Rs. 7600/-/- & Exceeding	Where the places are not connected by the Railways,
		the employees are entitled to travel by A.C Bus or A.C Taxi/Taxi, run by the Public Sector Transport Department or rates fixed by the Govt. Transport Department whichever is less (For A.C. Taxi, the traveling must actually be traveled by A.C. Taxi)
III	Rs. 5000/- to Rs. 7599/-	As explained at number (I), but travel by A.C. taxi will
		not be allowed
IV & V	Rs. 4999/- and below	Ordinary bus fare.

Note: In all cases, it will be compulsory to submit the actual payee receipt of fare of A.C. Taxi/Taxi/auto Rickshaw.

**Definition of Family:**

- (1) In any case wife or husband of a government employee their two unmarried or adopted children, who are fully dependent on government employee; will be considered the part of family.
- (2) Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters, if residing with and wholly dependent upon the Government employee.
- (3) Parents and/or step-parents (stepmother and stepfather) wholly dependent on the Government servant irrespective of whether residing with the Government employee or not.
- (4) Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husbands of widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government employee.

**Explanation:**

- (1) The Facility of L.T.C. of only two alive or adopted children will not be applicable for those employees who have already more than two children before the implementation of this restriction i.e. before 20.10.1997
- (2) Children born within one year after the implementation of this restriction.
- (3) Where more than two children are born in two deliveries.

2. In these rules only one wife is included in the definition of family. But in any case if the government employee has two legal wives and the second marriage was done/arranged with the special permission of government. The second wife will also be included in the definition of family.

3. Though it is not necessary for husband/wife and the children to stay together with the employee for availing the facility of LTC. But the distance will be measured either from the posting place/the headquarter of the employee or from the employee's hometown to the traveling place. LTC will be given for the smaller route whichever is less.

4. The children of Divorcee, deserted, women living separately from their husbands and the widow sisters, are not included in the definition of family.

5. Any family member whose income from all sources is not exceeding to the minimum family pension rates i.e. Rs. 3500/- + DA per month, will be considered fully dependent on the government employee.

**6. These instructions shall be applicable from the date of issue of this letter and if with these instructions the previous entitlement of any officer/official is affected then his entitlement will not be reduced. In such situations the employee will be entitled for higher entitlement as per previous entitlement.**