EXPORT-IMPORT BANK OFFICERS' SERVICE RULES, 1982
FRAMED UNDER
EXPORT-IMPORT BANK OFFICERS' SERVICE REGULATIONS, 1982

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EXPORT-IMPORT BANK OF INDIA

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EXPORT-IMPORT BANK OFFICERS' SERVICE RULES, 1982
FRAMED UNDER
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(AS AMENDED UPTO JUNE 07, 2019)

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EXPORT-IMPORT BANK OF INDIA
HEAD OFFICE :

CENTRE ONE BUILDING,FLOOR 21,
WORLD TRADE CENTRE COMPLEX,
CUFFE PARADE,
MUMBAI - 400 005.

EXPORT-IMPORT BANK OFFICERS' SERVICE RULES, 1982

1. PREAMBLE

1.1 In pursuance of the provision of Export-Import Bank Officer's Service Regulations, 1982, the Board of Directors of Export-Import Bank of India hereby frames the following Rules under various Regulations to make the said service Regulations self-sufficient.

Rules in pursuance of Regulation Nos.	Subject of the Rules
Regulation 10	Voluntary retirement
Regulation 12	Payment of Dearness Allowance
Regulation 18	Medical aid and ex-gratia medical aid
Regulation 19	Use of the Bank's car
Regulation 19	Reimbursement of Conveyance expenses
Regulation 20	Reimbursement of Entertainment expenses
Regulation 20	Reimbursement of club membership fees
Regulation 33	Reimbursement of Actual hotel expenses (while on tour)
Regulation 34	Reimbursement of expenses on transfer from one place to another
Regulation 37	Leave Travel Concession

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RULES FOR VOLUNTARY RETIREMENT IN PURSUANCE OF REGULATION 10(1)

(1) An officer may be permitted by the Competent Authority to voluntarily retire from Bank's service any time on or any time after the completion of 55 years of age or on or any time after completion of 30 years of total service as an officer or otherwise, whichever is earlier, after giving the Bank 3 months' notice in writing, unless the requirement is wholly or partly waived by the Competent Authority.

(2) An officer may, with previous approval and at the sole discretion of the Competent Authority, be allowed to withdraw a notice of voluntary retirement subsequently provided the request for such withdrawal is made before the expiry of the notice and/ or he is relieved from the service of the Bank.

(3) An officer retiring voluntarily shall be entitled to all benefits under the normal retirement, as per the existing service Regulations of the Exim Bank.

(4) The Competent Authority for the purpose of these Rules would be Managing Director (MD) / Chairman and Managing Director (CMD).

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* RULES REGARDING PAYMENT OF DEARNESS ALLOWANCE TO OFFICERS IN PURSUANCE OF REGULATION 12 FOR PAYMENT OF DEARNESS ALLOWANCE

Dearness allowance shall be payable to an Officer on following lines :-

i) D.A. will be linked to the All India Average Working Class Consumer Price Index(General) (Base 1960=100).

ii) D.A. will be payable only when the Average Index is above CPI 6352.

iii) Above 6352 points(All India Average Consumer Price Index (General) 1960=100), for each 4 point cycle, rise or fall, quarterly average, quarterly adjustments.

On and from 01.11.2017, Dearness Allowance shall be payable for every rise or fall of four points over 6352 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960 = 100 at 0.07% of Basic Pay.

*Effective from 01.11.2017

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*** RULES REGARDING REIMBURSEMENT OF MEDICAL EXPENSES TO OFFICERS IN PURSUANCE OFREGULATION 18:**

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(1) The Bank proposes to obtain a Health Insurance Policy for its officers every year. If such a policy is obtained the officers would be reimbursed medical expenses as may be admissible under such a policy.

(2) For the medical expenses not covered under the aforesaid policy, the Bank would reimburse such expenses on ex-gratia basis as under:-

(I) ELIGIBILITY

(a) Ex-gratia medical-aid will be granted when the expenditure incurred is towards hospitalisation and/or domiciliary treatment for the following:

i) Cancer
ii) Tuberculosis
iii) Cardiac Ailments
iv) Brain Tumours
v) Paralysis
vi) Major accident requiring hospitalisation
vii) Any other illness/ diseases which are equally severe and morbid and where the treatment is expensive and / or for long duration or which involves major surgical operation.

(b) Generally officers confirmed in the services of the Bank will be eligible for ex-gratia medical aid.

(c) In case of lady officers, their husbands would be covered for ex-gratia medical aid, provided they are not covered for similar benefits by their employers.

(II) QUANTUM*

The quantum of ex-gratia medical is 100% in case of medical expenses not covered under the Health Insurance Policy as also in case of excess over the limit prescribed for reimbursement under Health Insurance Policy both for officers and family members of the officers.

The reimbursement of medical expense by the Bank will cover the difference between actual expenses and entitlement under Health Insurance Policy for specified diseases as mentioned at para I (a).

*Effective from 01.07.2014

(3) **OTHER CONDITIONS**

(a) Normally, requests for ex-gratia medical aid for an amount less than Rs. 150/- may not be considered.

(b) For the sake of administrative convenience, all applications for ex-gratia medical aid may be submitted by the employees not more than twice in a year.

(c) No upper limit for the amount of any ex-gratia medical aid is laid down. Each case may be considered on its merits.

(d) If in a particular case, a patient is given a wrong therapy and the patient is advised by the Bank's doctor or by a doctor on approved panel appointed by the Bank for this purpose, that he is under-going a wrong therapy, in such cases, the Bank may consider to give him ex-gratia medical aid once, provided the patient starts taking the correct therapy as advised by the Bank's doctor. If the patient continues with the wrong therapy, no ex-gratia medical aid may be given subsequently.

(e) The patient's X-rays, pathological reports, etc. may be required to be scrutinised by the Bank's doctor or by a doctor on approved panel appointed by the Bank for this purpose.

(f) The report on the work and conduct of the officer may also be kept in view while considering his request for ex-gratia medical aid.

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(4) Nothing in these rules shall apply to an officer who has been absorbed in the Exim Bank's service from the Development Bank or any other institution as may be approved in this behalf by the Managing Director (MD) / Chairman and Managing Director (CMD), and who is due to retire within the next five years, in case he opts to be governed by the medical aid scheme of the Development Bank or such other institution as the case may be. In that event, he will not be eligible for the medical aid under the scheme of Exim Bank.

(5) **AUTHORITY**

The authority to sanction ex-gratia medical aid to the officers as per the above criteria will vest in any executive designated for this purpose by the Managing Director (MD) / Chairman and Managing Director (CMD).

RULES REGARDING THE USE OF BANK'S CARS IN PURSUANCE OF REGULATION 19:

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(1) The Bank will allot a car with a driver to the officer in Special Grade/Scale VIII on the following terms and conditions:

(i) The Bank will bear expenses for petrol, oil and maintenance etc. of such car.

(ii) Such officers who are allotted the Bank's cars would be required to pay Rs. 150/- per month for the use of car for personal purposes upto a maximum of 1500 kms. per quarter.

(iii) For the use of car beyond 1500 kms. per quarter, they would be required to pay to the Bank Rs. 1/- per km

*(iii)(a) Where air-conditioned cars have been provided to the executives or air conditioners have been installed in the cars provided to the executives, they would be required to pay Rs. 200/- per month for the use of car for personal purposes upto a maximum of Rs. 1500 kms. per quarter and for the use of car for personal purposes beyond 1500 kms. per quarter, they would be required to pay to the Bank Rs. 1.25p. per km.

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* Effective from 1.12.2001

iv) Travel from residence to office and back is to be considered as travel for office work.

v) The Bank would reimburse to the officer concerned upto Rs. 8000/- p.m. or such higher amount as may be prescribed by the Board or the actual cost whichever is less towards the expenses of a driver engaged by the concerned officer who would also be reimbursed the cost of four pairs of uniform on actual basis once in a year.*

* Effective from 1.10.2007

(2) The Bank will allot a car without a driver to the officers in Top Executive Grades/Scales VII and VI on the following terms and conditions :

(i) The Bank will bear expenses for petrol, oil and maintenance etc. of such car.

(ii) Such officers who are allotted the Bank's cars would be required to pay Rs. 150/- per month for the use of car for personal purposes upto a maximum of 1500 kms. per quarter.

(iii) For the use of car beyond 1500 kms. per quarter, they would be required to pay to the Bank Rs. 1/- per km

*(iii)(a) Where air-conditioned cars have been provided to the executives or air conditioners have been installed in the cars provided to the executives, they would be required to pay Rs. 200/- per month for the use of car for personal purposes upto a maximum of Rs. 1500 kms. per quarter and for the use of the car for personal purposes beyond 1500 kms. per quarter, they would be required to pay to the Bank Rs. 1.25p. per km.

* Effective from 1.12.2001

(iv) Travel from residence to office and back is to be considered as travel for office work.

(v) The Bank would reimburse to the officer concerned upto Rs. 20,000/- p.m. or such higher amount as may be prescribed by the Board or the actual salary whichever is less, towards the salary of the driver engaged by the officer and he would also be reimbursed the cost of 4 pairs of uniform on actual basis once in a year.*

* Effective from 01.01.2019

(vi) The allotment of the Bank's car to the officers under this category would be made at the sole discretion of Managing Director (MD) / Chairman and Managing Director (CMD).

(3) Until such time a Bank's car is provided to an eligible officer, who is entitled for the car facility (with or without driver), he may be reimbursed conveyance expenses on self-reimbursement basis upto a monthly ceiling of Rs. 900/- per month.

(4) Reimbursement of conveyance expenses would not be available if the Bank allots a car or the Bank's car is used for work. However, when a car is allotted to an officer he would be eligible for reimbursement of conveyance expenses for journey to and fro, airport/railway station while for travel on duty out of headquarters if the Bank's car is not utilised for such journeys.

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RULES FOR REIMBURSEMENT OF CONVEYANCE EXPENSES :

1.*The officers who are not provided with the Bank's car would be eligible for reimbursement of conveyance expenses on monthly basis on declaration basis as below:

Grade/Scale	Monthly limit for conveyance expenses by way of litres of petrol, on declaration basis	
	Metro Centre (Mumbai)	Other Metro/ Non-Metro major Centres
JM I & MM II	200	180
MM III	230	210
SM IV	230	210
SM V	260	240
TE VI	300	280
TE VII	360	340

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* Effective from 01.04.2016

a) Additional Conveyance Allowance

Officers falling in the category of Persons with Disabilities (Deaf and Dumb, Blind and Orthopedically handicapped) shall be paid an additional Conveyance Allowance of Rs. 400/- per month

Effective from April 1, 2014

Explanation :

When Officers mentioned above are required and allowed by the appropriate authority to travel on duty beyond 8 kms from the office, their claims for conveyance expenses incurred are to be passed by the appropriate sanctioning authority on a day-to-day basis after ascertaining the relevant data for such journeys undertaken by them.

b) Officers who own and maintain a motor car may be reimbursed the cost of annual comprehensive insurance of motor car as per actuals, subject to production of documentary evidence.

c) ~officers in Grades/Scales Senior Management V and above and Resident Representatives (irrespective of Grades/Scales) in charge of Bank's domestic offices, engaging a personal driver for the car owned and maintained by them, may be reimbursed driver's salary purely on a declaration basis as under :

At Mumbai, New Delhi : Rs. 19,000 per month
At Bangaluru, Kolkata, Chennai, Hyderabad : Rs. 16,000 per month
At other centres : Rs. 13000 per month

~Effective from 01.01.2019

2. @The officers shall be provided with 'Equipment Maintenance Allowance' for maintenance/ repairs of such gadgets / consumer durables to the officers as per the limits given below:

Grade/Scale	Amount per month (Rs.)
MM II	Rs. 500/-
MM III & SM IV	Rs. 1,600/-
SM V, TE VI & TE VII	Rs. 4,000/-

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@Effective from 01.04.2016

SOME OF THE OTHER RELATED CONDITIONS

(i) The above limits will be applicable for the eligible officers for the local conveyance expenses incurred by them for the visits for business and office purpose.

(ii) Reimbursement of conveyance expenses should not exceed the monthly ceiling prescribed above, except to the extent provided for under 'Explanation' as above. *

iii) Conveyance expenses incurred for the journeys to and fro airport/railway station while for travel on duty out of the headquarters would be reimbursed over and above the monthly ceilings prescribed above.

iv) Reimbursement of conveyance expenses to the eligible officers within the prescribed ceiling as stated above will be on reimbursement basis.

v) The eligible officer will have to submit a declaration indicating the aggregate expenses incurred by him on account of conveyance expenses for office work during a particular calendar month. The eligible officer need not submit the bills, cash memos, receipts, etc., but such evidence may be kept by him for his records, if he so desires.

vi) The reimbursement of conveyance expenses is not to be made as part of the salary. Therefore, for the purpose of calculation of retirement benefits, provident fund, leave salary, etc. reimbursement of the conveyance expenses as stated above is not to be included.

vii) The reimbursement of conveyance expenses as stated above is non-accumulative.

viii) Reimbursement of conveyance expenses should not exceed the monthly ceiling prescribed above, except to the extent provided for under 'Explanation' applicable above.

ix) ^An officer, when required by his/her superiors to attend the office on a holiday, he/she may be reimbursed expenses upto an amount of Rs. 500/- per day.

x) The tax on perquisites, wherever applicable, will be dealt with as per extant provisions under the Income Tax Act/Rules.

^ Effective 01.04.2014

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RULES RELATING TO REIMBURSEMENT OF ENTERTAINMENT EXPENSES IN PURSUANCE OF REGULATION 20:

The officers shall be eligible for reimbursement of entertainment expenses on terms and conditions mentioned below :

**ELIGIBILITY/CEILINGS *

Eligibility	Yearly ceilings for reimbursement of entertainment expenses (Rs.)
Officers in Grade/Scale VII	40,000/-
Officers in Grade/Scale V & VI	25,000/-
Officers in Grade/Scale IV	15,000/-
Officers in Grade/Scale III	15,000/-
Officers in Grade/Scale I & II	15,000/-

* Effective from 01.04.2016

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Other Conditions:

(i) The eligible officer would submit a declaration indicating the aggregate expenses incurred by him on account of entertaining the clients, customers, etc. during a particular period.

(ii) The eligible officer may draw the reimbursement of such expenses either on quarterly of half yearly basis.

(iii) For the entertainment other than at residence their reimbursement would be on production of receipts. However, expenses incurred upto 50% of the limit may be allowed to be reimbursed on the basis of the declaration by the eligible officer.

(iv) For the entertainment at the residence, the reimbursement would be in full on submission of the declaration by the eligible officer.

(v) The aforesaid rules will not be applicable for expenses incurred on official entertainments arranged by the Bank.

RULES RELATING TO REIMBURSEMENT OF CLUB MEMEBRSHIP FEE IN PURSUANCE OF REGULATION 20:

The officers in MM Grade/Scale III and above shall be eligible for reimbursement of admission/membership fees of the approved clubs on terms and conditions as mentioned below:

ELIGIBILITY/CEILINGS

Eligible Officers	**Ceilings for reimbursement**	
	Admission fees once in 5 years	**Membership fees on annual basis**
Officers in Special Grade/Scale VIII	Rs.5000/-	Rs.1500/- p.a.
Officers in Top Executive Grade/Scale VII	Rs.5000/-	Rs.1200/- p.a.
Officers in Top Executive Grade/Scale VI	Rs.5000/-	Rs.1200/- p.a.
Officers in Senior Management Grade/Scale V	Rs.4000/-	Rs.1200/- p.a.
Officers in Senior Management Grade/Scale IV	Rs.2000/-	Rs.900/- p.a.
Officers in Middle Management Grade/Scale III	Rs.1000/-	Rs.600/- p.a.

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Other Conditions

(i) The clubs to be covered under these rules would be decided by the Managing Director (MD) / Chairman and Managing Director (CMD) from time to time with a view to decide the utility of the membership of such club/s for the eligible officers to enable them to discharge their duties more effectively and to further the interest of the Bank at the interactions which take place at such club/s.

(ii) The reimbursement of the admission fees/subscription fees of other professional bodies/institutes engaged in the export-import trade and the related fields would be over and above the reimbursement of the club fees prescribed above. The reimbursement of fees of professional bodies/institutes would be restricted to only those officers who are nominated by the Bank to such professional bodies/institutes. The ceilings for reimbursement of fees to such bodies/institutes and other terms would be decided from time to time by the Managing Director (MD) / Chairman and Managing Director (CMD) and/or Executive Director.

RULES REGARDING TO REIMBURSEMENT OF ACTUAL HOTEL EXPENSES TO OFFICERS TRAVELLING ON DUTY IN PURSUANCE OF REGULATION 33(4)(b):

(a) Actual hotel expenses to be reimbursed to the eligible officer on tour will be subject to the ceiling stated in Regulation 33(4)(b) and the reimbursement would be made on production of the hotel bills.

(b) Reimbursement of hotel expenses as stated above, shall be paid to an officer while only on travel on duty outside headquarters and not otherwise.

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RULES IN PURSUANCE OF REGULATION 34(5) FOR REIMBURSING EXPENSES TO AN OFFICER ON ACCOUNT OF HIS TRANSFER

(a) Where the family of an officer does not travel with him (on his transfer) but joins him at his new place of posting within a period of 12 months from the date of his transfer, he shall be entitled to draw further fare and cost of transporting his luggage payable for the family subject to overall limits prescribed for such expenses under Regulations.

(b) Where the family of an officer, in consequence of his transfer, travels from a place other than that from which he is transferred, he may be allowed to draw actual travelling expenses incurred by his family to join him at the new station, but the amount so drawn shall not exceed the travelling allowances/expenses admissible to him had his family been stationed at the place where he was transferred.

(c) Where the family of an officer, in consequence of his transfer, travels to a station other than to which he is transferred, he may draw travelling allowances/expenses for his family but subject to the condition that the amount so drawn shall not exceed the travelling allowances/expenses admissible to him had the family proceeded to a station he was transferred.

(d) Where an officer travels by class lower than the one allowed to him, he shall be entitled to claim travelling allowances/expenses only at the rate actually paid.

(e) The claim for journey would be ordinarily be for the shortest route.

(f) An officer on transfer may be permitted/reimbursed travelling expenses for self as per rules for the second journey (for self only) from the place of his new posting to the place of his previous posting and back to the place of his new posting when he is required to report immediately for duty to the place of posting due to office exigencies and the appropriate authority mentions to this effect in his transfer order.

(g) An officer on transfer, if owns a scooter/motor-cycle/car and if his vehicle is driven by road to the place of his new posting, he shall be eligible for reimbursement for transfer of the vehicle at the following rate:

<u>For Car</u>:
Reimbursement of expenses will be calculated at the rate of cost of 1 litre of petrol for every 8 kilometers of distance covered by the shortest route.

<u>For Motor-Cycle/Scooter</u>:
Reimbursement of expenses will be calculated at the rate of cost of 1 litre of petrol for every 20 kilometers of distance covered by the shortest route.

(h) An officer who uses his own motor-cycle/scooter/car for travel on duty outside his headquarters shall be also be reimbursed travelling expenses at the above rates.

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RULES IN PURSUANE OF REGULATION 37(3) FOR SANCTIONING LEAVE TRAVEL CONCESION TO THE OFFICERS:

(1) ELIGIBILITY

(i) An officer on confirmation will be entitled to avail the Leave Travel Concession facility.

(ii) *An officer and his family (as defined below) will be eligible for Leave Travel Concession as under:

(a) "Family" of an officer for the purpose of this Regulation shall mean an officer's spouse, wholly dependent unmarried children (including step children and legally adopted children), wholly dependent physically and mentally challenged brother/sister with 40% or more disability, widowed daughters and dependent divorced/ separated daughters, sister including unmarried/ divorced/abandoned or separated from husband/widowed sisters as also parents wholly dependent on the officer.

(b) The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding **Rs. 12,000/- p.m.**
If the income of one of the parents exceeds **Rs. 12,000/-** p.m. or the aggregate income of both the parents exceeds **Rs. 12,000/-** p.m., both the parents shall not be considered as wholly dependent on the officer.
Physically challenged children of employees to be defined as dependents irrespective of age or marital status, subject to income criteria.

*Effective from 01.11.2020

(2) ENTITLEMENT

During each block of 4 years, an officer shall be eligible for Leave Travel Concession for travel to his hometown once in each block of 2 years. Alternatively, he may travel in each block of 2 years to his hometown and in other block to any place in India by the shortest route.

In other words the officer may:

(i) Travel to his hometown (place of domicile as declared by him at the time of joining the Bank) twice in 4 years i.e. every 2 years in the block of 4 years by the shortest route.

OR

(ii) Travel to his hometown/place of domicile, once in the block of 2 years and to any place in India (in the other block of 2 years in the same block of 4 years) by the shortest route.

OR

(iii) Travel to any place in India by the shortest route once in the block of 4 years.

(3) Eligibility of Mode and Class of Travel for Leave Travel Concession:

An officer and his family members will be eligible to travel while availing Leave Travel Concession as under:

(i) An officer in Junior Management Grade may travel by train by First Class or A.C. II Sleeper.

(ii) An officer in Middle Management Grade may travel by First Class by train or A.C. II Sleeper or by Air (Economy Class) if the distance is beyond 500 kms.

(iii) An officer in Senior Management and Top Executive Grades may travel by train by A.C First Class or Air (Economy).

(iv) *An officer in Special Grades may travel by AC First Class by rail or by Air (Executive Class).

*Effective from 31.05.2001

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(4) Encashment of Privilege Leave

Once in years when an officer avails Leave Travel Concession, he will be permitted to surrender and encash his privilege leave not exceeding one month at a time. For the purpose of such encashment, Pay, Dearness Allowance and House Rent Allowance shall alone be admissible.

(5) Advance Against Leave Travel Concession :

(i) In the case of outward journey the fare permissible may be advanced to an officer on submission of his undertaking to produce tickets before commencement of the journey. Similar advance may be given for the return journey also provided the he submits written undertaking to submit the claim for the return journey to the Bank within fifteen days after resumption of duty by him.

(ii) The officer shall submit Leave Travel Concession bill within 15 days from the date of resumption of duties otherwise the amount of advance paid to him against Leave Travel Concession bill will be recovered from the salary/ies of the subsequent month/s.

(6) General:

(i) Leave Travel Concession will be granted to an officer whenever he proceeds on any kind of leave other than casual leave.

(ii) Leave Travel Concession may be availed by the members of the family for travel prior to or after the date on which the officer himself avails the same provided the period between the date of commencement of journey by the family, and the date on

which the officer himself commences his journey does not exceed 6 months. On expiry of such period of 6 months, Leave Travel Concession not availed of by an officer himself (unless his leave if refused by the Bank in the meantime) or for his family will lapse.

(iii) In the case of refusal of leave to an officer, the family members together may travel to a place other than the place of the officer may go, on account of refusal of his leave (provided the family travels together). This facility would, however, not be available when Leave Travel Concession is availed of for travelling to the place of domicile.

(iv) In order to claim reimbursement of Leave Travel Concession expenses, an officer shall make a declaration giving necessary details of travel regarding the place of destination, etc. to the sanctioning authority to pass necessary orders regarding reimbursement of amount of Leave Travel Concession as per the entitlement of the officer.

(v) Except where a particular Block of Leave Travel Concession is extended in writing by the appropriate authority in the exigencies of Bank's work, the unavailed block of Leave Travel Concession shall lapse. The appropriate authority while passing orders for extension of Leave Travel Concession block shall also specify the period of such extension.

(vi) An officer provided with the Bank's car cannot use the Bank's car for performing journey while availing Leave Travel Concession without prior permission of the Bank.

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(7) <u>Reimbursement of Fare for Leave Travel Concession</u>:

(i) An officer will be required to declare the place of his destination in the application form while applying for the Leave Travel Concession.

(ii) An officer will be reimbursed the actual to and fro journey fare equivalent to the mode and class by which he is eligible to travel as mentioned in para (3) above by the 'shortest route'. Shortest route means the distance between place of destination and the place of his posting by the shortest route by Railway. In the case of the officers who are eligible for Air Fare and who travel by Air to their destination, the shortest route would mean the shortest route by Air and not by Railway.

(iii) If the place of destination/home is not accessible by train, the officer will be free to travel by other modes of transport but such distance not covered by railway will be considered as if covered by railway and the reimbursement of fare will be restricted to the mode and class by which officer is entitled to travel as mentioned in para (3) above or the actual fare of the transport by which he has travelled, whichever is lower.

(iv) An officer will be free to travel by transport other than by which he is eligible to travel, but in such cases reimbursement would be limited to actual fare by shortest route to the declared destination for the mode of transport used by him or Railway/Air Fare as per his entitlement, whichever is less.

(v) While it will be open for the officer to break the journey at the places he likes, the reimbursement of to and fare will be permissible only from the place of his posting to the place of destination as declared by him at the time of applying for Leave Travel Concession by the shortest route by the mode and class by which he is eligible to travel as mentioned in para (3) above, irrespective of the number of stages in which the journey is undertaken.

(vi) An officer may avail Leave Travel Concession by joining conducted tours organised by travel agents. If the tour is to visit more than one place the officer will be required to declare the place of destination. The reimbursement will be restricted to the extent of mode and class by which he is entitled to travel as mentioned in para (3) above for the distance from the place of his posting to the place of destination declared by him or actual charges paid by him (excluding lodging and boarding charges, other incidental charges, etc. if any), whichever is lower.

(vii) Railway fare will include railway fare plus charges for reservation, sleeping berth charges but will not include charges of travel agents, bed rolls etc.

(viii) Other ancilliary or incidental charges such as conveyance, charges for sight seeing in the city or town, toll tax, pilgrim tax, porter/coolie charges etc. are not reimbursable under Leave Travel Concession.

(ix) The terms and conditions for availing of the unavailed Leave Travel Concession carried forward from the previous employers under Regulation 37(4) would be the same as provided under these Rules.

(8) * **LTC Scheme on Declaration Basis**

a) Alternatively, an officer, by exercising an option anytime during a 4 year block or two year block, as the case may be, surrender and encash his LTC (other than travel to place of domicile) upon which he shall be entitled to receive an amount equivalent to the eligible fare for the class of travel by train to which he is entitled up to a distance of 4500 kms.(one way) for officers in Grade/Scale JM I to Grade/Scale MM III and 5500 kms.(one way) for officers in Grade/Scale SM IV & above.

b) An officer opting to encash his LTC shall prefer the claim for himself/herself and his/her family members only once during the block/term in which such encashment is availed of. The facility of encashment of privilege leave while availing of Leave Fare Concession is also available while encashing the facility of LTC.

c) The mode and class by which an officer may avail of Leave Travel Concession shall be the same as the officer is normally entitled to travel on transfer and other terms and conditions subject to which the Leave Travel Concession may be availed of by an officer, shall be as decided by the Board from time-time.

d) Provided that an officer in Junior Management Grade/Scale JM I, while availing LTC will be entitled to travel by air in the lowest fare economy class in which case the reimbursement will be the actual fare or the fare applicable to AC 1st Class fare by

train for the distance travelled whichever is less. The same rules shall apply when an officer in Grade/Scale MM II and III while availing LTC where the distance is less than 1000 kms.

* Effective 07.06.2019

e) #**Applicability of rules/conditions of the existing LTC Scheme**: All rules with regard to eligibility of mode and class of travel, period of sets, extension of period, combination of two sets, requirement of proceeding on leave etc. applicable under the existing LTC Scheme will be applicable mutatis mutandis, to the Scheme on Declaration basis.

f) **Tax Deductible at Source** : Under the Scheme on Declaration Basis, claims will be settled without verification of receipts/evidence for having undertaken the journey. The entire gross amount would be treated as perquisite in cash and income tax as applicable will be deducted at source in terms of the relevant provisions of Income Tax Act, 1961 and the Rules framed thereunder and only the net amount will be payable.

g) **Form of Application** : The officers opting for LTC under the Scheme on Declaration Basis will submit their claims in a prescribed format.

Effective 20.1.2005

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