AIRPORTS AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 11th July, 2003

F. No. AAI/PERS/EDPA/REG/2002.—In exercise of the powers conferred by clause (b) of sub-section (2) and sub-section (4) of Section 42 of the Airports Authority of India Act, 1994 (55 of 1994) and in suppression of the International Airports Authority of India (Leave Travel Concession) Regulations, 1982, except as respect things done or omitted to be done before such suppression, the Airports Authority of India, with the approval of the Central Government, hereby makes following regulations, namely:—

1. **Short title and commencement** - (1) These regulations may be called the **Airports Authority of India (Leave Travel Concession) Regulations, 2003.**

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application** - These Regulations shall apply to all the employees of the Authority, except

(a) any person who is not in the whole time employment of the Authority,

(b) any person who is on casual or a daily wages,

(c) any person who is a trainee or apprentice;

(d) any person who is re-employed and has not completed one year continuous service,

(e) any person who is appointed on contract basis

Provided that the persons who are on deputation from the Ministries and Departments of the Central Government, State Government and other Public Sector Undertakings shall have the option if otherwise admissible under the terms of their deputation, to choose between leave travel concession as admissible under these regulations and that admissible to them under their parent Organization, but no such person shall be entitled to avail of the concession from the Authority for self and/or for his family for the duration of the block of 2/4 years, if he and/or his family, as the case may be has already availed of the concession under his parent Organization during the block.

3. **Definitions.**- In these Regulations, unless the context otherwise requires,-

(a) **"Act"** means the Airports Authority of India Act, 1994 (55 of 1994);

(b) **"Authority"** means the Airports Authority of India constituted under section 3 of the Act;

(c) **"any place in India"** will cover any place within the territory of India, whether it is on the mainland India or Overseas;

(d) **"Chairperson"** means the Chairman of the Authority, appointed under clause (a) of sub-section (3) of section 3 of the Act;

(e) **"Competent authority"** means the Chairman or any Member or any other officer authorized by the Chairman in this behalf:

(f) **"Family"** means: (i) the wife or husband, as the case may be of the employee, legitimate children or stepchildren wholly dependent on the employee, whether residing with the employee or not;

(ii) married daughters divorced, abandoned or separated from their husbands and are residing with the employee and are wholly dependent on the employee;
(iii) parents and/or stepmother residing with and wholly dependent on the employee:
(iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the employee provided their parents are either not alive or are themselves wholly dependent on the employee.

EXPLANATIONS -
(a) Not more than one wife is included in the term "Family" for the purpose of these regulations.
(b) A member of the family whose income from all sources, including stipend or pension, temporary increase in pension but excluding Dearness Relief, does not exceed Rs.1500/- per month is deemed to be wholly dependent on the employee.
(c) Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.
(d) **"Employee"** means the employees of the Authority to whom these regulations apply.
(e) **"Home town"** means the permanent town, village or any other place declared as such by the employee and accepted by the Competent Authority;
(f) **Once in a period of two calendar years.**- The expression "once in a period of two calendar years" means a group of two calendars years , i.e.2002-03, 2004-05 commencing from the year 2002-03.
(g) **Once in a period of four calendar years.** – The expression once in a period of four calendar years, means a group of four calendar year, i.e. 2002-05, 2006-09 commencing from the year 2002-05.
(h) **Class of accommodation.** – The class of accommodation is decided by the class to which an employee is entitled at the time the journeys are undertaken.
(i) **"Member"** means a member of the Authority but does not ex-officio member.

4. Declaration of Home Town - (1) Every employee shall within a period of six months from the date of commencement of these regulations or before availing of the concession, whichever is earlier, make a declaration to the competent authority as his hometown for the purposes of these regulation;

Provided that a new entrant to the service of the Authority shall make such a declaration before the expiry of six months from the date of entry into service.

(2) A declaration of home town once made and accepted by the Competent Authority shall be treated as final, but in exceptional circumstances a Competent Authority may, for reasons to be recorded in writing, authorize a change in any such declaration, provided that such a change shall not be authorized more than once during the entire service of the employee.

(3) Every request for change of hometown by an employee shall be supported by reasons such as ownership of immovable property or permanent residence of near relative.

5. Admissibility of Leave Travel Concession - (1) The leave travel concession shall be admissible to an employee only if he has completed one year of continuous service under the Authority on the date of journey performed by him or his family, as the case may be, to avail of the concession.
(2) The leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave.
(3) A period of unauthorized absence due to participation in strike, etc, shall be deemed to cause break in service, unless condoned by the Competent Authority, while calculating the minimum period of continuous service.

(4) The leave travel concession can be availed during Leave Preparatory to Retirement, provided the return journey is completed before the expiry of leave.

6. **Types of Leave Travel Concession** - (1) The leave travel concession to home town shall be admissible irrespective of the distance between the headquarters of the employee and his home town, once in a block of two calendar years, i.e. 2002-03, 2004-05 commencing from the year 2002-2003.

(2) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the employee, once in a block of four calendar years i.e. 2002-05, 2006-09;

(3) An employee whose family lives away from him at his home town may, in lieu of all concessions under this regulations, including the leave travel concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of leave travel concession for self only to visit the home town every year.

7. **Counting of Leave Travel Concession against Particular Blocks** - An employee and members of his family availing of leave travel concession may travel in different groups at different times during a block of two or four years, as the case may be and the leave travel concession so availed of shall be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years.

8. **Carry over of Leave Travel Concession** - An employee who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

9. **Place to be visited by an Employee and members of his family under leave travel concession to any place in India** - An employee and each member of his family may visit different places of their choice during a block of four years. It shall not be necessary for members of family of an employee to visit the same place as that visited by the employee himself at any time earlier during the same block.

10. **Concession for one way journey-** (1) The leave travel concession for one way journey shall be admissible to the members of the family of an employee with reference to the facts existing at the time of the forward and return journeys independently.

(2) The following persons shall be entitled to reimbursement in respect of the outward journey only-

(a) The dependent son or daughter getting employment or getting married after going to home town or remaining there for prosecution of studies.
(b) The family having performed the journey to home town have no intention of completing the return journey from home town, provided the employee forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

(3) The following persons shall be entitled to reimbursement in respect of the return journey only -

(a) a newly married husband or wife coming from home town to headquarters station or a husband or wife who has been living long at home town and did not avail of the leave travel concession in respect of the outward journey;
(b) a dependent son or daughter returning with parents or coming along from home town where he or she has been prosecuting studies or living with grandparents;
(c) a child who was previously below five years of age but has completed five years of age only at the time of the return journey.

NOTE:- A child who was below twelve at the time of the outward journey but has completed twelve at the time of the return journey shall be entitled to half fare for the outward journey and full fare for the return journey.

11. **Class of accommodation and encashment of leave travel concession:** (1) For travel under the scheme of leave travel concession the entitlement shall be decided by Authority.

(2) The encashment under these regulations shall be limited to 1500 kms. each way by the entitled class, by rail travel, not exceeding First Class. For the purpose of this regulation, "family" shall be limited to the employee, his or her spouse and children subject to a limitation of four tickets and as such encashment shall also be to the extent of75% of the entitled fare.

12. **Reimbursement** - Reimbursement under these regulation shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

13. **Forfeiture of claim** - Where no advance is drawn by the employee, the right of an employee for reimbursement of leave travel concession claim stands forfeited or deemed to have been relinquished, if the claim for it is not preferred within three months of the date of completion of the return journey. If advance is drawn, the final bill should be preferred within one month of the completion of return journey. If that is not done, the entire advance should be recovered in lump-sum after which it will be taken as if no advance had been drawn and the claim preferred within three months of completion of the return journey.

14. **Grant of advance and adjustment thereof** - (1) Advance may be granted to employee to enable him to avail himself of the concession. The amount of such advance in each case shall be limited to 90 percent of the estimated amount which the Authority shall have to reimburse in respect of the cost of the journey both ways.

(2) If the family travels separately from the employee , the advance may also be drawn separately to the extent admissible.

(3) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the employee or the period of anticipated absence of the members of the family does not exceed three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.

(4) If the limit of three months or ninety days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the Authority forthwith.

(5) The advance should be refunded in full, if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made sixty days before the proposed date of the outward journey and advance is granted accordingly, the employees should produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.

(6) Where an advance has been drawn by the employee the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On an employee failure to do so he shall be require to refund the entire amount of advance forthwith in one lump-sum . No request for recovery of advance in installments shall be entertained.

15. **Fraudulent claim of Leave Travel Concession -** (1) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against an employee on the charge of preferring a fraudulent claim of leave travel concession, such an employee shall not be allowed the leave travel concession till the finalization of such disciplinary proceedings.

(2) If the disciplinary proceedings result in imposition of any penalty, the employee shall not be allowed the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Competent Authority can also disallow more than two sets of leave travel concession.

(3) If the employee is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block years but before the normal date of his superannuation.

Explanation:- For the purposes of this regulation; leave travel concession to home town and to any place in India as specified in sub-regulation, (1) and (2) of regulation 6 shall constitute two sets of the leave concession.

16. **Interpretation -** If there is any doubt regarding any of the provisions in these regulations, the matter shall be referred to the Chairperson who shall decide the same.

17. **Power to relax -** Chairperson of the Authority may, at his discretion in deserving cases, for reasons to be recorded, relax any of the conditions under these regulations.

S.K. NARULA, Chairman

[ADVT. III/IV/158/2003/Exty]

Printed by the Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi-110064
and Published by the Controller of Publications, Delhi-110054.