



**COMMON STATUTES FOR
AGRICULTURAL
UNIVERSITIES OF GUJARAT**

**STATUTE
No. S.120**

**State Agricultural Universities Services of
Gujarat (Leave Travel Concession)
Rules, 2011**

(Effective from June 20, 2013)

Note:- Assent to Common Statutes for the four State Agricultural Universities of Gujarat received vide letter No G.S.11.8/43/3630/2012 Dtd. 20.06.2013 from the office of the Governor of Gujarat and Chancellor of Junagadh Agricultural University.



**COMMON STATUTES FOR AGRICULTURAL
UNIVERSITIES OF GUJARAT
(STATUTE - S.120.0)**

Leave Travel Concession Rules, 2011

INDEX

Rule No.	Subjects	Page No.
Rule-1.0	Title & Commencement :	3
Rule-2.0	Extent of Application :	3
Rule-3.0	Right to Interpret :	4
Rule-4.0	Power to Relax :	4
Rule-5.0	Validity of terms of contract :	4
Rule-6.0	Exercise and delegation of powers :	4
Rule-7.0	Definitions :	5
Rule-8.0	Declaration and Change of 'hometown'	8
Rule-9.0	Criteria to be observed to accept the declaration of 'hometown'	9
Rule-10.0	Custody of 'hometown' declaration	10
Rule-11.0	Declaration of separate 'hometown' by husband and wife	10
Rule-12.0	Declaration of place of visit	11
Rule-13.0	Admissibility of Leave Travel Concession	12
Rule-14.0	Concept of a Small Family	12
Rule-15.0	Types of Leave Travel Concession	12
Rule-16.0	Counting of Leave Travel Concession against particular block	14
Rule-17.0	Carry over of Leave Travel Concession	15



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

Rule-18.0	Visit to Different places by an employee/family member	15
Rule-19.0	Entitlement for Journey by Rail :	15
Rule-20.0	Entitlement for Journey by Road :	16
Rule-21.0	Entitlement Journey by Longer Route	18
Rule-22.0	Entitlement for Journey by Higher Class/Air	19
Rule-23.0	Reimbursement for journey by private Car/Bus :	20
Rule-24.0	Journeys by tour conducted by Tourism Development Corporation etc.,	20
Rule-25.0	Regulation of claims on Circular Tour Ticket	20
Rule-26.0	Entitlement in respect of certain outward & return journeys	20
Rule-27.0	Encashment of Earned Leave alongwith Leave Travel Concession :	21
Rule-28.0	Reimbursement :	22
Rule-29.0	Production of Evidence of Journey performed	22
Rule-30.0	Leave Travel Concession to an employee under suspension	22
Rule-31.0	Record of Leave Travel Concession availed of	22
Rule-32.0	Certificate to be given by the Controlling Officer	23
Rule-33.0	Certificate to be given by the employee	23
Rule-34.0	Forfeiture of Claim	24
Rule-35.0	Fraudulent claim of Leave Travel Concession	24
Rule-36.0	Grant of advance and adjustment thereof	25
Rule-37.0	Penal Interest on the amount of advance	26
Rule-38.0	Repeals & Savings	26
Form	Register of Leave Travel Concession Claims	27



**STATE AGRICULTURAL UNIVERSITIES SERVICES OF
GUJARAT (LEAVE TRAVEL CONCESSION) RULES, 2011
(STATUTE - S.120.0)**

In exercise of the powers conferred under Sections-20 (1) (xxii) and (xxiii) read with Section-28 (iv) of the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004) the Board of Management of the University hereby confirms the following as **Statute No. S.120** laying down the rules for governing the Leave Travel Concession of the employees of the University.

Rule-1.0 Title & Commencement :

These rules may be called the "Gujarat Agricultural Universities Services (Leave Travel Concession) Rules, 2011" and they shall come into force with effect from _____.@

Rule-2.0 Extent of Application :

2.1 Unless otherwise specifically provided, these rules shall apply to the following :-

- (i) officers of the University appointed under Section-8 (iii) to (ix) of the Act,
- (ii) teachers of the University, **and**
- (iii) other employees of the University.

@ *These Statutes were approved by the State Council of Agricultural Universities on 2-9-2011 vide Item No. 8.3 of the 8th meeting of the Council..*



- 2.2 These Rules shall not apply to -
- (a) employees not in whole-time employment.
 - (b) persons in casual and daily rated employment.
 - (c) persons paid form contingencies.
 - (d) employee employed on fixed pay basis.

Rule-3.0 Right to Interpret :

If any question relating to the interpretation of this statute arises, it shall be referred to the State Government under Section-57 of the Act and its decision shall be final.

Rule-4.0 Power to Relax :

Where the Vice-Chancellor is of opinion that the operation of any of these rules may cause undue hardship to an employee, it may, by written order, for reasons to be recorded in writing, relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

Rule-5.0 Validity of terms of contract :

The terms and conditions of a specific contract enforceable at law entered into by the University with any person relating to service shall prevail over the provisions of these rules.

Rule-6.0 Exercise and delegation of powers :

The nature of powers to be exercised by various authorities and employees of the University shall be as laid down under Statute No. 121.



Rule-7.0 Definitions :

Unless the context otherwise requires -

- (1) **"A place in India"** will cover any place within the territory of India.
- (2) **"Act"** means the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
- (3) **"Accounts Officer"** means the Accounts Officer declared by the University as an officer of the University under Section-8 (ix) of the Act.
- (4) **"Competent Authority"** means the authority to whom the powers have been delegated by the University under Statute-121.
- (5) **"Controlling Officer"** means the officer declared as controlling officer under Statute-121.
- (6) **"Date of first appointment"** means the date on which the employee assumes the duties of his first post in University service.
- (7) **"Disciplinary Authority"** shall have the same meaning as assigned in Gujarat Agricultural Universities Services (Discipline & Appeal) Rules, 2011.
- (8) **"Employee"** means an officer, teacher and other employee of the University to whom these rules apply.
- (9) **Family means -**
 - (a) Employee's wife or husband residing with the employee. Only one wife is included in the definition and the condition of dependency is not applicable in the case of husband/wife.



- (b) Legitimate children/step children residing with and wholly dependent on the employee.

Note : 1 Major sons and unmarried daughters (including widowed daughter) are included in the term "family" so long as they are residing with and wholly dependent on the employee.

Note : 2 Children studying in educational institutions who were actually residing with the employee at the time of transfer and did not come along with the employee to his new headquarters after his transfer but who later come to spend the vacation with him at the new headquarters of an employee are included as members of family.

Note : 3 A member of the family (other than the spouse) who is residing with the employee and whose income from all sources does not exceed ₹ 500 p.m. is deemed to be "wholly dependent" on the employee. "Income" includes pension, pension equivalent of gratuity, stipend and scholarship, and temporary increase on pension.

- (10) "**First Appointment**" means the appointment of a person who is not holding any appointment under the University, even though he may have previously held such an appointment.
- (11) "**Foreign Service**" means service in which an employee receives his pay with the sanction of University from any source other than the University.
- (12) "**Form**" means Form appended to these Rules.
- (13) "**Government**" unless the context otherwise requires it shall mean the Government of Gujarat.
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- (14) **'hometown'** means the town, village or any other place declared as such by the employee and accepted by the Competent Authority.
- (15) **"Head of Office"** means an employee declared as such by the University.
- (16) **"Head of Unit"** means an officer or an employee declared as such by the University.
- (17) **"Headquarters"** means the station which has been or may be declared to be the headquarters of an employee by the authority which appoints him or by a competent authority, or in the absence of such declaration the station where the records of his office are kept.
- (18) **"Leave"** means permission to remain absent from duty granted by a competent authority under Statute-119.
- (19) **"Officer"** means an officer of the University (excluding the Chancellor and Vice-Chancellor) appointed under Section-8 of the Act.
- (20) **"Pay"** means the amount drawn by an employee as pay sanctioned for a post held by him in substantive or officiating capacity being a stage in the pre-2006 time scale of the Post.
- (21) **"Shortest Route"** means a route by which a traveller can most speedily reach his destination by the ordinary modes of travelling.
- Note :** Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route travelled may be exercised by the Competent Authority.



- (22) **"Statute"** means statute framed by the University under Section-28 or 29 of the Act.
- (23) **"Year"** means a calendar year commencing on 1st of January of each year and ending on 31st December of the same year.
- (24) **"University"** means Agricultural University constituted under Section-3 (1) of the Act.
- (25) **"Vice-Chancellor"** means the Vice-Chancellor of the University appointed under section-10 of the Act.

Note : Words & expressions used but not defined in these rules shall have the meaning assigned to them in the Act or in other statutes governing the service conditions of the employees.

Rule-8.0 Declaration and Change of 'hometown'

- 8.1 Every employee, who has not made any declaration regarding 'hometown' under the rules/orders in force immediately before these rules came into force, shall make a declaration regarding 'hometown' to the competent authority within three months from the date these Rules come into force.
- 8.2 An employee, already in the service of the University on the date these rules come into force, the declaration regarding 'hometown' made under the rules/orders into force immediately before these rules come into force, shall be treated as declaration under these rules.
- 8.3 An employee entering the service of the University after these Rules come into force, shall make such declaration, before the expiry of six months from the date of entry in the service of the University.
- 8.4 The 'hometown' once declared and accepted by the competent authority shall be treated as final. In exceptional circumstances, the Vice-Chancellor may authorise a change in such declaration provided that such



a change shall not be made more than once during the entire service of an employee.

Rule-9.0 Criteria to be observed to accept the declaration of 'hometown'

9.1 The correct test to determine whether a place declared by an employee may be accepted as his 'hometown' or not is to check whether it is the place where the employee would normally reside but for his absence from such a station for service under the University. To determine the acceptance of the declaration the criteria mentioned below may be applied.

- (1) Whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the employee had been visiting that place frequently.
- (2) Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there.
- (3) Whether his near relatives are resident of that place.
- (4) Whether, prior to his entry in the University's service the employee had been living there for some years.

Note : It is not necessary to have an elaborate check on the declaration of 'hometown' by an employee. The declaration made by the employee initially may be accepted and a detailed check may be applied only when he seeks a change. The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.



- 9.2 Where the employee or the family of which he is a member owns a residential or landed property in more than one place, it is left to the employee to make a choice giving reasons for the same, provided that the decision of the competent authority whether or not to accept such place as the 'hometown' of the employee shall be final.
- 9.3 Where the presence of near relatives at a particular place is a determining criteria for acceptance of declaration of 'hometown', the essence of near relation shall have more significance.

Rule-10.0 Custody of 'hometown' declaration

The declaration of 'hometown' shall be affixed with the Service Book of the employee and a note thereof shall be made in the service book of the employee.

Rule-11.0 Declaration of separate 'hometown' by husband and wife

Where husband and wife, both are employees of the University, they could, at their option, choose to declare separate 'hometown' and both of them may claim the concession separately, under the normal provisions of these Rules, in respect of the members of their respective families subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the concession for self independently. Similarly, the children shall be eligible for the benefit in one particular block as members of the family of one of the parents only. All other conditions for admissibility of the Leave Travel Concession shall continue to be applicable as per normal provisions of these Rules.

Note : The concession will not, however, be admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty.



Rule-12.0 Declaration of place of visit

12.1 When the concession to visit any place in India including visit to 'hometown' is proposed to be availed of by an employee or any member of the family of such employee, the intended place of visit or one main place along with three or four other major places, shall be declared by him in advance to his competent authority.

12.2 The declared place of visit cannot be changed after the commencement of the journey, but where it is established by the employee that the request for the change in the place of visit could not be made before commencement of the journey and the employee himself or a member of his family could not visit the declared destination for circumstances beyond his control, such Leave Travel Concession claim can be admitted provided it is established that such intermediary station falls enroute to the station declared in advance. Such relaxation can be granted by the competent authority.

Note : Once the employee, has declared the place(s) of visit with reference to which he and/or member/members of his family will avail of the concession, the claim will be regulated as between the Headquarters and the place (s) indicated by the employee by the shortest direct route limited to 3000 km. each way. The actual claim will be limited to the amount that would be admissible if the employee had travelled between the Headquarters and the declared destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.



Rule-13.0 Admissibility of Leave Travel Concession

13.1 The leave travel concession shall be admissible to persons of the categories specified in rule-2, only if they have completed one year's continuous service under the University on the date of outward journey performed by him or his family, as the case may be, to avail of the concession.

13.2 The leave travel concession shall be admissible during any period of leave, including casual leave.

Note : An employee undertaking a journey during the weekend holidays without taking any leave shall not be entitled to Leave Travel Concession.

Rule-14.0 Concept of a Small Family

The benefit of Leave Travel Concession to the employee who have entered the service of the University on or after 1st April, 1989, shall be restricted to families not having more than two living children. Such employees shall not be entitled to Leave Travel Concession including encashment for himself as well as family. The concerned employee shall give a certificate to this effect each time he claims the Leave Travel Concession/ Encashment.

Rule-15.0 Types of Leave Travel Concession

15.1 The leave travel concession to 'hometown' shall be admissible irrespective of the distance between the headquarters of the employee and his 'hometown', once in a block of two calendar years, from **1-1-2010 such as 2010-2011, 2012-2013** and so on;

15.2 The leave travel concession to any place in India upto a distance each way of 3000 Kms. from the employee's headquarters and back to head quarters (6000 Kms. to and fro) shall be admissible once in a block of four calendar years, such as **2010-2013 (including Leave Travel Concession availed**



of, if any during this block before coming into force these rules) 2014-2017 and so on;

Provided that in the case of an employee to whom leave travel concession to 'hometown' is admissible, the leave travel concession to any place in India availed of by him under the rules now repealed, shall be in lieu of, and adjusted against, the leave travel concession to 'hometown' available to him at the time of commencement of the journey under these rules.

- 15.3** Where the employee has left his spouse and the dependent children at place other than his Headquarters, he may be allowed leave travel concession in respect of them from the place of their residence to 'hometown' in a block of two years or any place in India in a block of four years, as the case maybe, but the reimbursement should in no case exceed that admissible for the actual distance travelled by the family or the distance between the headquarters/place of posting of employee and the place visited/'hometown', whichever is less. In the case of other members falling within the definition of "family" the existing conditions and restrictions will continue to be in force.
- 15.4** An employee whose family lives away from him at his 'hometown', may, in lieu of all concessions under this scheme, 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 'hometown' every year.
- 15.5** Unmarried employee, who have left their wholly dependent parents, sisters and minor brothers at their 'hometown', may also be given the benefit of leave travel concession to visit their 'hometown' every year. This concession will be in lieu of all other leave travel concession



facilities admissible to the employee himself and the aforesaid parents, sisters and minor brothers.

15.6 In every case the journey should be to the 'hometown'/declared places of visit and back, but it need not necessarily commence from or end at the headquarters of the employee either in his own case or in the case of the family, but the assistance will be admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the 'hometown' of the employee.

15.7 Where the employee and family live away from the place of duty for any reason, leave travel concession may be allowed from the place of residence to the place of visit/'hometown' and back to the place of residence, subject to the condition that the claim is restricted to the rail fare by the shortest direct route between the duty station and the 'hometown' or declared place of visit, as the case may be. In such cases, the employee should furnish the reasons for residing at a place other than place of duty and the controlling authority should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.

Rule-16.0 Counting of Leave Travel Concession against particular block

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. However, in each case the claim should be for both outward and inward journey. The concession so availed of will 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. This will



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

apply to availing of leave travel concession carried forward in terms of Rule-17.

Rule-17.0 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 'hometown'. 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 'hometown' in respect of the second block of two years within the block of four years.

Rule-18.0 Visit to Different places by an employee/family member

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.

Rule-19.0 Entitlement for Journey by Rail :

For the journey by rail, the pay ranges of pre-revised pay scale in force before 1-1-2006 and travel entitlement based thereon shall be as under :-

	Entitlement
₹ 16400 and above	AC First Class
₹ 8000 and above but less than ₹ 16400	II AC 2-Tier Sleeper
₹ 6500 and above but less than ₹ 8000	First Class-II AC III-Tier
Sleeper/AC Chair Car *	
₹ 4100 and above but less than ₹ 6500	First Class/II AC-III Tier
Sleeper/AC Chair Car *	
Below ₹ 4100	Second Sleeper



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

* All University employees who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may at their discretion, travel by II AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express / Shatabdi Trains :

	Entitlement
₹ 16400 and above	AC First Class
₹ 8000 and above but less than ₹ 16400	II AC 2-Tier Sleeper
All other drawing pay below ₹ 8000	AC Chair Car *

* Travel by AC III-Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Trains :

	Entitlement
₹ 16400 and above	Executive Class
All others drawing pay below ₹ 16,400	AC Chair Car

Note - 3 - An employee and also members of his family are eligible for the reimbursement of sleeper/reservation charges while performing a journey by availing of the leave travel concession, in Second Class and for reservation charges while performing the journey in First Class (Separate fare is not charged for sleeper accommodation where the journey is performed in First Class).

Rule-20.0 Entitlement for Journey by Road :

20.1 Journey by Road : The University's assistance towards the cost of journeys by road between places not connected by rail will be admissible to the employee as under :-



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed rates exists, the assistance shall be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

Note : 'Appropriate Class' means as follows :

- | | |
|--|--|
| <p>(a) All officers/employee getting basic pay of ₹ 8000 or more in the scale in existence before 1-1-2006</p> | <p>By any express or ordinary bus including air conditioned Bus.</p> |
| <p>(b) All employees getting basic pay of less than ₹ 8000 in the scale in existence before 1-1-2006</p> | <p>By any express or ordinary bus excluding air conditioned Bus.</p> |

20.2 Notwithstanding anything contained in rule-19, if an employee travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Boards in the Public Sector, State Transport Boards and Transport services run by any Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.

20.3 If any member of the family of an employee is a senior citizen aged 65 years or more, the concession in railway fare granted by the railway authorities shall be deducted from the amount of fare admissible irrespective of the fact whether the said concession has been availed of or not.



Rule-21.0 Entitlement Journey by Longer Route

In case an employee opts for a longer route, the leave travel concession claim shall be adjusted proportionately. The cases where an employee performs journey by a longer route in different modes or transport, the reimbursement shall be made proportionately in respect of the journey performed by the railways and he may be allowed the reimbursement for the remaining shortest distance, as per his entitlement by the railway or the actual fare paid by the individual for journeys by road, whichever is less. While settling, the claim shall be worked out on proportional basis for each/actual mode of journey/distance covered with reference to distance by the shortest route.

Illustration-1 : If the total distance by the longer route is 1,100 k.m. and that by the shortest route is 1,000 k.m. and if the employee concerned has travelled the initial 800 k.m. by Class-II and the remaining 300 k.m. by Class-I, University's share of reimbursement of the expenditure incurred in this case shall be as under :-

(i) Mileage for which Class-II fare will be admissible -

$$\frac{\text{Distance actually travelled by Class-II}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$
$$= \frac{800}{1,100} \times 1,000 = 727 \text{ k.m. (rounded)}$$

(ii) Mileage for which Class-I fare will be admissible -

$$\frac{\text{Distance actually travelled by Class-I}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route}$$
$$= \frac{300}{1,100} \times 1,000 = 273 \text{ k.m. (rounded)}$$



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

Illustration-2 : If the total distance by the longer route is 4,000 k.m. and if the employee concerned has travelled the initial 2,800 k.m. by Class-II and the remaining 1,200 k.m. by Class-I, University's share of reimbursement of the expenditure incurred in this case shall be as under :-

(i) **Mileage for which Class-II fare will be admissible -**

$$\frac{\text{Distance actually travelled by Class-II}}{\text{Total journey (one side)}} \times \text{Total admissible mileage}$$
$$= \frac{2,800}{4,000} \times 3,000 = 2,100 \text{ k.m.}$$

(ii) **Mileage for which Class-I fare will be admissible -**

$$\frac{\text{Distance actually travelled by Class-I}}{\text{Total journey (one side)}} \times \text{Total admissible mileage}$$
$$= \frac{1,200}{4,000} \times 3,000 = 900 \text{ k.m.}$$

Rule-22.0 Entitlement for Journey by Higher Class/Air

- 22.1** In case there is no provision in a train for the accommodation of entitled class and an employee performs journey on leave travel concession in a higher class, his claim has to be restricted to the entitled class.
- 22.2** An employee who is entitled to travel by First Class by rail, while on duty or on leave travel concession, may, at his discretion, travel by AC-III Tier by trains including Rajdhani Express Trains.
- 22.3** Reimbursement of fare in cases where an employee performs journeys on leave travel concession by air between places connected by rail, shall be restricted to the fare of the entitled class by rail other than Rajdhani/ Shatabdi Express. If he performs the journey by air, he shall attach to his claim the original air ticket and the 'boarding pass'.



Rule-23.0 Reimbursement for journey by private Car/Bus :

- 23.1** All journeys by private vehicles, whether chartered or otherwise are inadmissible for leave travel concession. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.
- 23.2** For the journey performed in a private vehicle by the handicapped employee getting a conveyance allowance shall be entitled to actual charges paid, limited to the amount of railway fare of the entitled class admissible under regulation 19. This relaxation shall also be admissible to such blind or orthopedically handicapped employees who are entitled to conveyance allowance but not paid as they are living in an office complex.

Rule-24.0 Journeys by tour conducted by Tourism Development Corporation etc.,

In respect of travel by bus the concession is available only if the tour is conducted by a Tourism Development Corporation of the Central Government or a State Government.

Rule-25.0 Regulation of claims on Circular Tour Ticket

In a case where an employee and/or his family avail (s) of the concessional circular tour ticket offered by the Railways in conjunction with the leave travel concession, the fare at the normal rate for the entitled/lower class actually used between headquarters and 'hometown' place by the shortest route of the to and fro journey should be reimbursed to him.

Rule-26.0 Entitlement in respect of certain outward & return journeys

Leave Travel Concession will be admissible to the members of employee's family with reference to the facts existing at the time of forward and return journeys independently.

Illustrations :

I - Entitlement of reimbursement shall be in respect of Outward Journey only in the following cases :-

- (1) A dependent son/daughter getting employment or getting married after going to 'hometown' or remaining there for prosecution of studies.



- (2) The family having performed the journey to 'hometown' have no intention of completing the return journey from 'hometown', provided the employee forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

II - Entitlement of reimbursement shall be in respect of Return Journey only in the following cases :-

- (1) A newly married wife coming from 'hometown' to headquarters station or a wife who has been living long at 'hometown' and did not avail herself of the leave travel concession in respect of the outward journey.
- (2) A dependent son/daughter returning with parents or coming alone from 'hometown' where he has been prosecuting studies or living with grand parents, etc.
- (3) A child who was previously below five/twelve years of age but has completed five/twelve years of age only at the time of the return journey.
- (4) A female employee proceeds to her 'hometown', availing of the Leave Travel Concession and gets married in the 'hometown', the concession may be allowed also to the husband of the female employee for the journey performed by him from the 'hometown' to the headquarters of the female employee.

Rule-27.0 Encashment of Earned Leave alongwith Leave Travel Concession :

An employee availing of the Leave Travel Concession shall also be entitled to take advantage of the encashment of earned leave under Gujarat Agricultural Universities Services (General) Rules, 2011.



Rule-28.0 Reimbursement :

Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journeys shall be allowed only on the basis of a point to point journeys on a through ticket over the shortest direct route.

Rule-29.0 Production of Evidence of Journey performed

All employees shall furnish the following details in the Travelling Allowance Bills related to their Leave Travel Concession :-

1. Journey by Rail : Ticket numbers, place and date of purchase.
2. Journey by State Transport Bus : Tickets issued by the State Transport authorities should be attached to the Travelling Allowance Bills. If the tickets, so issued, are misplaced, damaged or lost, a certificate to that effect should be given by the claimant.

Rule-30.0 Leave Travel Concession to an employee under suspension

An employee under suspension is not entitled to avail of Leave Travel Concession as he cannot get any leave including casual leave during the period of suspension but as he continues to be in service during the period of suspension, members of his family are entitled to the same.

Rule-31.0 Record of Leave Travel Concession availed of

- 31.1** A record of all assistance granted under these Rule shall be suitably maintained in the form of entries in the service book or other appropriate service records and should indicate the date or dates on which the journey or journeys to the 'hometown' / place of visit commence. The authority responsible for the maintenance of the service book of the employee shall



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

ensure, that on every occasion an employee proceeds on leave which is entered in the service book, the fact whether or not he has availed of the leave travel assistance under these Rules is indicated.

31.2 Each Competent Authority shall maintain a Register of leave travel concession claims in **Form** appended to these Rules.

Rule-32.0 Certificate to be given by the Controlling Officer

The Competent Authority shall give the following certificate on each leave travel concession Bill :-

- (i) that Shri / Shrimati / Kumari (name of the University employee) _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) that necessary entries as required under Rule-31 have been made in the Service Book of Shri/Shrimati/Kumari _____

**(Signature and designation of
the Controlling Authority)**

Rule-33.0 Certificate to be given by the employee

The employee claiming leave travel concession shall give following certificates on the bill under which the said claim is drawn :-

- (1)* I have not submitted any other claim so far as leave travel concession in respect of myself or my family members in respect of the block of two years 20..... and 20.....
- (2)* I have already drawn T. A. for the leave travel concession in respect of a journey performed by me/my wife with..... children. This claim is in respect of the journey performed by my wife/myself with..... children, none of whom travelled with the party on the earlier occasion.
- (3)* The journey has been performed by me/my wife with children to the declared 'hometown', viz.....
- (4)* That my husband/wife is not employed in University's service.



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

- (5)* That my husband/wife is employed in University's service and the concession has not been availed of by him separately for himself or any of the family members for the concerned block of two years.
- (6)* That my wife/husband for whom leave travel concession is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.) which provides leave travel concession facilities but she/he has not preferred and will not prefer, any claim in this behalf from her/his employer.
- (7)* That my wife/husband for whom leave travel concession is claimed by me is not employed in any Public Sector Undertaking/ Corporation/Autonomous Body financed wholly or partly by the State Government or a Local Body, which provides leave travel concession facilities to its employees and their families.

*** Score out which is not applicable.**

Rule-34.0 Forfeiture of Claim

A claim for reimbursement of expenditure incurred on journeys under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard. The return journey by the family of an employee must be completed within six months from the date of commencement of the onward journey for entitlement to leave travel concession. The competent authority may, however, relax the condition of six months in special cases at their discretion.

Rule-35.0 Fraudulent claim of Leave Travel Concession

If a decision is taken by the competent 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.



Rule-36.0 Grant of advance and adjustment thereof

- 36.1** Advance may be granted to an employee to enable him to avail himself of the concession. The amount of such advance in each case shall be limited to four-fifths of the estimated amount which University would have to reimburse in respect of the cost of the journey both ways.
- 36.2** If the family travels separately from the employee, the advance may also be drawn separately to the extent admissible.
- 36.3** 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 anticipated absence of the members of the family does not exceed ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- 36.4** If the limit of ninety days is exceeded after the advance had already been drawn for both the journey, one half of the advance should be refunded to the University forthwith.
- 36.5** An employee can draw an advance in respect of the journey proposed to be performed under the leave travel concession Scheme by himself and/or by the members of his family, sixty days before the proposed date of the outward journey. In such case, the employee should produce railway tickets within ten days of the drawal of advance to the competent authority to show that he has actually utilised the amount to purchase the tickets. If the ticket is not purchased within the stipulated time, or the ticket having been purchased, the journey is not performed for one reason or the other, the full amount of the advance shall be recovered immediately, and no request for deduction of advance in convenient monthly instalments shall be entertained.



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

36.6 Where an advance has been drawn by an 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's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum alongwith interest. No request for recovery of the advance in instalments shall be entertained.

Rule-37.0 Penal Interest on the amount of advance

The competent authority shall charge penal interest if the conditions laid down in the sanctions issued by the competent authority are not complied with and/or the Rules regulating the grant of these advances have been violated.

The rate of penal interest will be 2% over the interest rate allowed by the University on the Provident Fund balances.

Rule-38.0 Repeals & Savings

Schedule-XX referred to in Statute 27-A as well as the corresponding Rules/Orders as in force immediately before the commencement of these Rules are hereby repealed in so far as they provide for any of the matters contained in these Rules.

Provided that anything done or any action taken under the said Schedule of Statute 27-A and Rules/Orders so repealed shall be deemed to have been done or taken under the corresponding provisions of these Rules.



State Agricultural Universities Services of Gujarat (Leave Travel Concession) Rules, 2011

FORM

(Rule - 31.2)

Register of Leave Travel Concession Claims

Sr. No.	Office Order No. and Date Sanctioning the L.T.C.	Name & Designation of employee	Block Year
1	2	3	4

Places of Visit	For whom Claimed	Singature of the Controlling Officer/employee	Remarks
5	6	7	8