

AAI LTC REGULATIONS 2003

54] .44 AIRPORTS AUTHORITY OF INDIA NOTIFICATION New Delhi, the 1st July, 2003 F. No. AAI/PERS/EDPMREG/2002.—In exercise of the powers conferred by clause (b) of sub-section (2) and (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 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: 1. Short Title and commencement - (1) These regulations may be called the Airports Authority of India (Leave Travel Concession) Regulations, 2003. They shall 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 wage, any person who is a trainee or apprentice; (d) any person who is re-employed and has not completed one year continuous service, any person who is appointed on contract 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 option if otherwise admissible under the terms of their deputation, choose between leave benefit 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, have already availed of the concession under his parent Organization during the block.

3. Definitions.- In these Regulations, unless the context otherwise requires,- (a) means 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) 'attending person'- means a person appointed under clause (a) of sub-section (3) of section 3 of the Act; (e) 'Competent authority' means Chairman or any Member or any other officer authorized by the Chairman in 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; EXPLANATIONS - (a) 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. Husband and wife are unit for purpose of LTC and hence the condition of dependency is not applicable. (d) "Employee" means the employee of the Authority whom these regulations apply. 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 calendar years, i.e.2002-03, 2004-05 commencing from the year 2002-03. 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. Class of accommodation. — The class of accommodation is decided by the class which an employee entitled at the time the leave is undertaken. •Member- means a member of the Authority but does not ex-officio member. of Home Town - (1) Every employee shall within a period of six months 4. 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 regulations; Admissibility of Leave Travel Concession - (1) The leave travel concession shall be 5. 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 benefit 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 count in service, unless confirmed by the Competent while calculating the minimum period of continuous service. (2) The leave benefit concession shall be admissible irrespective of the distance to be travelled from the headquarters of the employee, once in a period of four i.e 2002-05, 2006-09; (3) •An employee's family living away from him at his hometown may, in lieu of all concessions under these regulations, including the leave travel concession to visit any place in India once in a period of four years which

would otherwise be admissible to him and of his family, choose to avail of travel concession for self only to visit the home town every year

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

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

9. Place to be by an Employee and members of his family under leave concession to any place in India - An employee and each member of his family may visit different places during a block four years. It shall not be necessary for members of family an employee to visit the same place as that visited by the employee himself at any time during the same block. 10. For one way journey- (1) The leave travel concession for one way shall be admissible to members of the family an employee with reference to the ending at the forward and return (2) The following shall be entitled to reimbursement in respect of the outward journey only- (a) The dependent son or daughter employed or got married after going to home town or remaining for professional studies. (b) The family having the journey to town have intention of completing the return journey from home town, the employee foregoes in writing the concession in return journey if demanded by the family members at a date. (3) The following persons shall be entitled to reimbursement in respect of the journey only - 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 accommodation and encashment of leave travel concession: (1) For the purpose 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 specified class, rail travel, not 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 of 75% of the specified fare.

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 relinquished, if the claim for it is preferred within three months of the date of the return journey. If advance is drawn, the final bill should be preferred within the month of the completion of return journey. If that is not done, the entire advance should be in lump-sum after which it will be taken as if no advance had been drawn and the claim within three months of completion of the return journey. 14. , Grant advance and adjustment - (1) Advance may be granted to enable him to avail himself of the concession. The amount of such advance in each case 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 the extent admissible. (3) The advance be drawn both for the forward and return journeys at the time of departure* not be forward payment, 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 the limit is exceeded, then the advance may be drawn for the outward journey (4) If the limit of three months or ninety days is exceeded after the advance had already been drawn for 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 outward journey and advance is granted accordingly, the employee should produce tickets within ten days of the drawing of advance, irrespective of the commencement of the journey. (6) When 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's failure to do so he shall be required to refund the entire amount of advance forthwith in one lump-sum. No request for recovery of advance in

ilOimenEsha be entertained. Fraudulent claim of Leave Travel Concession - (1) If a decision is taken by the 15. %dpUnary Authority to initiate dGcWinary proceedings against an employee on the charge of a fraudulent daim of leave concession, such an employee shall not be allowed be bavd concession ill the finalizatbn of such disciplinary proceedings. (2) If tie disdplinaty proceedings rsutt in impositon of any penalty, the employee shall not be be nut two sc of the leave travd concession in addition to the see already withheld during the pendency tte disciplinary proceedings. For reasons to be recorded in writing, the CompÜ"t Autwrity can also disallow mote tian two seG of leave travel concession. (3) If be employee is fully eonerated of the charge of fraudulent claim of leave travel coxesion, he shall be allowed to avail of the concsion withheld earlier as additional set(s) in fuWre block years but béore the normal date of his superannuation. Expbnaöon:- For tie purpose of this regulation; leave travel concession to home town and to any place in India specified in sub-regulaton, (1) and (2) of regulation 6 shall constitute two of the concession. Interprebdon - If there is any doubt regarding any of the provisions in these 16. regulatbns, the ITEüer shali be referred to the Chairperson who shall decide the same. Power to relax - Chairperson of the Authority may, at his discreton in deserving cases, 17. for reasons to recorded, relax any of the conditions under these regulations. S.K. NARULA, Chairman [ADVT. IWIV/158/2003/Exty]

