



No. CWC CO-PD0PLCY/2/2020-PERS

Dated: 19.03.2021

CIRCULAR

Subject: F&Q on LTC entitlement to Fresh Recruit.

This has reference to the various queries received related to the LTC entitlements of Fresh Recruits. A person who has joined service for the first time is treated as a fresh recruit for the first eight years of the service. The guidelines of LTC entitlement for fresh recruits are

1. LTC entitlement of fresh recruit:

On completion of one year of regular service, the Fresh recruit can be allowed 3 Home Town LTC and 1 All India LTC in each block of Four years in the first 8 years.

Fresh recruits are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Corporation for the first time.

2. Block Applicability to fresh recruit:

The first two blocks of four years shall apply with reference to the initial date of joining the service even though the employee may change the job within the Government subsequently. The LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2018-21.

3. Carryover of LTC:

Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled avail to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

4. In Case of Home Town and Headquarters are same:

A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. LTC to Home Town shall be admissible irrespective of the distance between the Headquarters and the Home Town which implies that Headquarters and Home Town should be at different places.

Cities/towns which are outside Delhi and fall in other states of NCR are not to be treated as Delhi Headquarters. Hence, the employees whose Headquarters are Delhi and reside in cities/towns outside Delhi falling in other states of NCR, are eligible for Home Town Concession.

5. LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service:

- i) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (e.g. 2020-21) of the running four year block (2018-21), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2021 of 2020-2021), he will not be eligible for LTC in that year.
- ii) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

6. Home Town conversion to NER/J&K/Ladakh/ Andaman & Nicobar:

A fresh recruit Govt. servant can also avail benefit of Home Town conversion to NER/J&K/Ladakh & Andaman & Nicobar against one of the three occasions of Home Town available to him in each block

7. Availment of LTC for Dependent parents of fresh recruits:

The dependent parents of fresh recruits can not avail LTC for the journey from Home Town to Headquarters and back.

8. Encashment of LTC for fresh recruits

A fresh recruit is entitled for availment of LTC.

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Illustration 1:

An employee joins the Corporation on 1st September, 2012. As per LTC Rules, he will become eligible for LTC with effect from 1st September, 2013 (i.e. after the completion of one year of regular service). His entitlement for Home Town /All India would be as under:

	Year of LTC	Type of LTC	LTC Occasion	
	01.09.2012 - 31.08.2013	Nil	--	
	01.09.2013 - 31.12.2013	Home Town	1st	First Block of four years
	01.01.2014 - 31.12.2014	Home Town	2nd	
	01.01.2015 - 31.12.2015	Home Town	3rd	
	01.01.2016 - 31.12.2016	Any Place in India	4th	
	01.01.2017 - 31.12.2017	Home Town	5th	Second Block of four years
Running Block	01.01.2018 - 31.12.2018	Home Town	6th	
	01.01.2019 - 31.12.2019	Home Town	7th	
	01.01.2020 - 31.12.2020	Any Place in India	8th	
	01.01.2021 - 31.12.2021	Nil	--	
	01.01.2022 - 31.12.2025	New LTC Block		

Explanations:

(i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (ex. 2018-2021) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2021 of 2020-2021), he will not be eligible for LTC in that year (i.e. 2021).

(ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

Illustration 2:

An employee joins the Government service on 1st January, 2013. As per the LTC Rules, he will become eligible for LTC with effect from 1st January, 2014 (i.e. after the completion of one year of regular service). His entitlement for Home Town/All India LTC would be as under:

	Year of LTC	Type of LTC	LTC Occasion	
	01.01.2013 - 31.12.2013	Nil	--	
	01.01.2014 - 31.12.2014	Home Town	1st	First Block of four years
	01.01.2015 - 31.12.2015	Home Town	2nd	
	01.01.2016 - 31.12.2016	Home Town	3rd	
	01.01.2017 - 31.12.2017	Any Place in India	4th	
Running Block	01.01.2018 - 31.12.2018	Home Town	5th	Second Block of four years
	01.01.2019 - 31.12.2019	Home Town	6th	
	01.01.2020 - 31.12.2020	Home Town	7th	
	01.01.2021 - 31.12.2021	Any Place in India	8th	
	01.01.2022 - 31.12.2025	New LTC Block		

Explanations:

- (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual L TC Rules.

Illustration 3:

An employee joins the Government service on 31st December, 2015. As per the LTC Rules, he will become eligible for LTC with effect from 31st December, 2016 (i.e. after completion of one year of regular service). His entitlement for Home Town/All India LTC would be as under:

	Year of LTC	Type of LTC	LTC Occasion	
	31.01.2015 - 30.12.2016	Nil	--	
	31.12.2016	Home Town	1st	First Block of four years
	01.01.2017 - 31.12.2017	Home Town	2nd	
	01.01.2018 - 31.12.2018	Home Town	3rd	
Running Block	01.01.2019 - 31.12.2019	Any Place in India	4th	Second Block of four years
	01.01.2020 - 31.12.2020	Home Town	5th	
	01.01.2021 - 31.12.2021	Home Town	6th	
	01.01.2022 - 31.12.2022	Home Town	7th	
Next Block	01.01.2023- 31.12.2023	Any Place in India	8th	
	01.01.2024 - 31.12.2025	Home Town		
	01.01.2026 - 31.12.2029	New LTC Block		

Explanations:

(i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31st December, 2016). From next year onwards he will be eligible for the remaining seven LTCs.

(ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2024-25) of the running for year block (2022-25), he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

Illustration 4:

An employee joins the Government service on 10th May, 2014. As per the LTC Rules, he will become eligible for LTC with effect from 10th May, 2015 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

	Year of LTC	Type of LTC	LTC Occasion	
	10.05.2014 - 09.05.2015	Nil	--	
	10.05.2015-31.12.2015	Home Town	1st	First Block of four years
	01.01.2016 - 31.12.2016	Home Town	2nd	
	01.01.2017 - 31.12.2017	Home Town	3rd	
Running Block	01.01.2018 - 31.12.2018	Any Place in India	4th	
	01.01.2019 - 31.12.2019	Home Town	5th	Second Block of four years
	01.01.2020 - 31.12.2020	Home Town	6th	
	01.01.2021 - 31.12.2021	Home Town	7th	
Next block	01.01.2022- 31.12.2022	Any Place in India	8th	
	01.01.2023 - 31.12.2023	NIL		
	01.01.2024 - 31.12.2025	Home Town		