

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(ESTABLISHMENT SECTION (DO))

No.F.31-26/02-Estt.II

Ansari Nagar, New Delhi-29.

Dated the 07 MAR 2018

**MEMORANDUM**

Subject:- Requirement of prior approval of the competent authority for proceeding on Leave/LTC by the employees of the Institute.

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As per general principle, leave is a provision to stay away from work for genuine reasons with prior approval of the authorities and cannot be claimed as a matter of right. However, it has been observed that on number of occasions the Institute employees have been proceeding on Leave and/or availing of LTC without prior approval/sanction of the sanctioning authority, which is inappropriate and in contravention of CCS (Conduct) Rules, 1964. Apart from this, late submission/forwarding of applications has also come to notice, which results delay in processing/sanction of leave.

Further, in terms of general instructions, Child Care Leave also cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior approval of the leave sanctioning authority. The leave is to be treated like Earned Leave and sanctioned as such. Proceeding on leave including CCL without sanction contributes misconduct and liable for action against the official concerned. Therefore, the following guidelines regarding submission of leave application and forwarding thereof by the controlling officer should be taken into account:-

**General Principle of Leave (Earned Leave/Child Care Leave):-**

- Leave cannot be claimed as of right and Leave of any kind may be refused or revoked by the authority competent to grant it (Rule 7(1)(2) of the CCS (Leave) Rules, 1972).
- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. Under No circumstances can any employee proceed on leave without prior approval/sanction of leave by the sanctioning authority.
- Application for leave in the prescribed proforma (Annexure-I & II) through proper channel should reach in the concerned Establishment Section 15 days prior to commencement of leave, to enable them to complete requirement for sanctioning of leave in time. The concerned officer/employees should fill their application in the prescribed proforma with all required information/documents and submit the same to their respective controlling officer at least 20 days in advance before its commencement.
- The Controlling/forwarding authority should forward such application within 03 days of its submission with his/her official seal and comments/clear recommendations, duly countersigned by Head of Department/Section/Unit, so as to reach to the Establishment Section at least 15 days prior to commencement of any kind of leave. The Controlling Officer would ensure proper functioning of the facility during such leave.
- No ex-post-facto sanction of leave will be granted to any employees, except in cases of emergency and for satisfactory reasons. The reasons of such emergency/necessity will be recorded in writing by concerned employees and endorsed by the controlling/forwarding authority in their forwarding note.
- The following are the important conditions for availing Child Care Leave:-
  - \* Requires prior sanction
  - \* There is no requirement of minimum period for grant of Child Care Leave.
  - \* Child Care Leave is not admissible during probation period except in cases of certain extreme situations and a minimal leave should be sanctioned.
  - \* LTC cannot be availed during Child Care Leave.
  - \* CCL is admissible at 100% salary for first 365 days and 80% of salary of next 365 days.

**Leave Travel Concession (LTC):-**

- Application to avail LTC (Home Town or All India) must be submitted in the prescribed proforma (Annexure-III) with all relevant information/document and should be received in the Establishment Section, well in advance at least 15 days prior to the date of commencement of the leave.
- Under no circumstances can any employee proceed for availing of LTC without prior proper approval of the Leave/LTC sanctioning authority.
- Under CCS (LTC) Rules, the Government servants are required to inform the Controlling Officer before the journey(s) on LTC to be undertaken. .
- Official/employee availing LTC, should mandatorily visit the declared place of destination and submit the proof for the same along with the LTC claim.
- A self-certification from the employee regarding the proposed LTC journey is also required. The guideline issued by DoPT for availing LTC and proforma for self-certification has been annexed with this Memorandum (Annexure-IV).

All the Chief of Centres/Head of the Departments/Sections/Units are therefore requested to kindly bring the contents of this OM to the notice of all working under their control for information and strict compliance so that employees proceed on any leave, with prior approval/sanction of the competent authority.

This issues with the approval of the Director, AIIMS, New Delhi.

  
1/3/18  
(B.S. GILL)



ADMINISTRATIVE OFFICER (DO)

**DISTRIBUTION:-**

1. All Chief of Centres
2. The Dean, Academic Section/Research Section
3. All the Head of the Departments/Sections/Units
4. The Sr. Financial Advisor/Financial Advisor
5. All the Sr. Admn. Officers/Admn.Officers/Asstt. Admn. Officers of respective Estt. Sections
6. The Professor-Incharge, Computer Facility – with the request to upload this OM on website.

Copy to:-

PPS to the Director, AIIMS/PS to Dy. Director (Admn.)/Dy. Secretary

Sh. Sanjay Kumar for N.A.   
  
07/03/18

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI – 110 029.**

**APPLICATION FOR EARNED LEAVE/COMMUTED**  
**(MEDICAL) LEAVE/HALF PAY LEAVE**

1	Name	
2	Designation	
3	Department	
4.	Nature & period of leave applied for	
5.	Whether permission for leave the station is required (applicable for within India only)	Yes/No
6.	Purpose for which leave is required	
7.	Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave. If yes, specify the date(s)	
8.	Date of return from leave	
9.	Address during the Leave period	

Signature of the applicant: Date :

Remarks and recommendations of the Chief/Head of the Department.

**APPLICATION FOR CHILD CARE LEAVE**

1. Name of the Applicant :
2. Designation :
3. Deptt./Office/Section :
4. Name of Child for whom Child Care leave is applied for :
5. Date of Birth of the Child :
6. Date on which child will be attaining 18 years :
7. Is the Child among the two eldest: Yes/No  
Children
8. EL in credit (as on date) :
9. Period of Leave - Days : From to  
Prefix/Suffix of holidays, if any :
10. Reason(s) for leave applied for :
11. Total Child Care Leave availed :  
till date
12. (a) Whether permission to leave : Yes/No  
Station is required
- (b) If Yes, Address during leave : as per service book records  
period
13. Date of return from last leave, & :  
nature and period of that leave

Date:\_\_\_\_\_

Signature of applicant  
Pay Card No.\_\_\_\_\_

**Remarks of Controlling Officer**

Leave Recommended/Leave Not Recommended.

Date:\_\_\_\_\_

Signature\_\_\_\_\_

Designation\_\_\_\_\_

Office\_\_\_\_\_





**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029**

**APPLICATION FORM FOR SEEKING OF LEAVE TRAVEL CONCESSION (L.T.C.)**  
**AT THE A.I.I.M.S., NEW DELHI**

01.	Name of the applicant (in capital letters)			
02.	Designation & Department			
03.	Nos. of days & period of the leave required (in the case of the applicant himself/herself wants to avail LTC, otherwise the month may be indicated)			
04.	Nature of leave required (Casual leave/ Earned Leave etc.)			
05.	Whether LTC is required to visit Home- Town or within India. Indicate destination and block year.			
06.	Whether LTC is required for self/ family members. <u>If his/her spouse works in Government Office, a certificate from the employer of his/her spouse must be appended with this application to the effect the he/she alongwith the family members for which LTC is requesting, have not availed LTC for the current 4 years block and 2 years home town block.</u>	Name	Age	Relationship
07.	The applicant is required to certify that his/her other family members i.e. Mother & Father etc. are wholly dependent upon him/ her and the total income does not exceed more than <b>Rs. 9000/- per month including stipend or pension</b> , temporary increase in pension but excluding Dearness Relief on him/her and they have not availed LTC for the block year so required, earlier.			
08.	The applicant is also required to certify that his/her, son/daughter are unemployed and un-married and wholly depend upon him/her and they have not availed LTC for the block for the block year so requested, on earlier occasions.			
09.	Whether 10 days Earned Leave Encashment is required or not?	<u>YES/NO</u>		
NOTE : In_laws are not entitled to LTC according to LTC Rules				

(Signature of the applicant)

Signature of the Chief/ HOD with recommendations/ remarks, if any

### Guidelines

1. Please ensure that you have applied for leave and submitted the completely filled self-certification form to your Administration before the LTC journey is undertaken.
2. Please check the eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2018-19 and the current four year block is 2018-21.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.permin.nic.in' << 'OMs & Orders' << 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as entitled to other regular Government employees subject to the condition that he/she will have to forego his/her eight years LTC entitlement. It may be noted that the option once exercised shall be treated as final for the initial eight occasions of LTC and the fresh recruit shall not be allowed to change it in a later stage.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before his date of retirement. LTC is not allowed after retirement.
7. Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels upto the nearest airport/ railway station by authorized mode of transport and chooses to complete the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), if the public transport is already available in that part, then he may be allowed the fare for the journey performed by authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the same.

Contd...

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. .... (Name of the Govt. servant) wish to confirm that I am availing ..... (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year ..... to visit ..... (Place of visit) during ..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant
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3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

\* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.