



All Branches / Offices of

State Bank of India,

Madam / Dear Sir,

LEAVE TRAVEL CONCESSION (LTC)/ HOME TRAVEL CONCESSION (HTC)
REVISION/ UPDATION/ CLARIFICATIONS

We have been receiving representations, references and complaints relating to divergences in the interpretation of the instructions for deriving notional entitlement for LTC / HTC. A need has been felt to bring clarity & uniformity in the process, so as to remove the ambiguities from the interpretation of the policy.

2. Accordingly, the competent authority has approved to lay down following norms for calculating the Notional Monetary Entitlement for LTC/ HTC:

I. BENCHMARKING FARE/ TARIFF SHEETS OF AIRLINES FOR FARES:

- i.** The basis of calculation of the Notional Monetary Entitlement would be the Fare Sheets of the Airlines. Fare sheets as on 10th will be applicable for the month and up to 9th of the next month. Number of airlines would be limited to six for the purpose of taking into account the fare sheets. For the current FY, up to next amendments, fare sheets of Air India, Jet Airways, Air Vistara, IndiGo, Spice Jet and Go Air will be taken into consideration for the purpose of notional monetary entitlement. It may be reviewed from time to time on annual basis or as and when required. Fare sheets of the above airlines will be placed centrally at the Corporate Centre HR site (under PM & PPG) every month. The fare sheets available on our portal only would be referred to for deciding notional entitlement.
- ii.** Notional monetary entitlement would be fixed as per the fare sheet applicable on the date of booking of tickets, after sanction of LTC/ HTC in HRMS. In case tickets have been booked for different legs of the journey on different dates, the date on which the first such ticket was booked would be considered as the applicable date.

II. CALCULATION OF NOTIONAL MONETARY ENTITLEMENT:

- i. Existing instructions for calculation of Notional Entitlement for LTC/ HTC, vide Circular No. CDO/P&HRD-PM/15/2011 – 12 dated 04th May 2011, as under, shall continue.

In respect of officers who are eligible for travel by air, their notional monetary entitlement may be determined by their entitled class by national carrier (i.e. Air India) by the shortest route. However, in sectors where the national carrier does not operate, the notional monetary entitlement in respect of eligible officers will be determined based on any other airline operative in that sector by their entitled class by the shortest route. In those cases where more than one airline other than national carrier are in operation, for the purpose of notional monetary entitlement in respect of eligible officers, higher of the fare by shortest and most direct route by entitled class may be taken.

- ii. Entitled class of fares for the purpose of notional entitlement for the eligible officers would be highest fare i.e. 'Y' class economy fare in case of Air India or highest economy fare in case of other airlines. For top executives in the grade of TEGSS-I & above, entitled class will be 'C' class in case of Air India or highest Business Class fare in case of other airlines.

In case of Air Vistara, executives in the grade of TEGS-VI & VII have been permitted to travel in Premium Economy, class currently available with Air Vistara only. However, for the purpose of LTC/ HTC, in case of executives in the scale of VI & VII also, fares of highest economy fare (Economy flexi for Air Vistara) and not of Premium economy, should be taken into account.

- iii. The notional monetary entitlement would be by the shortest route by the entitled class. For the purpose of deciding such route, in case of travel by Air, total aerial distance between the airports, covered by the Airlines for the route, would be taken into account. In case no direct flights are available between the headquarter/ place of commencement and home town/ designated place, the total aerial distance on the shortest air route between the airports via connecting points by indirect flights of the Airlines, will be considered. In case of travel by Train or Road, distance by Train or Road would be taken into account. However, the reimbursement will be limited to the actual fare/ hire charges or the fare to his/ her home town/ designated place, by the shortest route, by his/ her entitled class, whichever is lower.
- iv. In case of officials in the grade of TEGSS - I & II, for deciding on shortest route to reach designated place/ Home town, firstly available flights with their entitled class i.e. Business Class should be preferred, with shortest route. In case the flight to reach designated place/ Home town with the entitled class i.e. Business Class is available only for/ up to the part journey, the same will also be permissible on the shortest air route. However, if airlines with the entitled class i.e. Business Class do not go to

any destination/ home town or fare is not available in the fare sheet, highest fare available in the fare chart even if it is in the Economy Class, by the shortest route, would be taken into account.

- v. Sectors/ fares as available in the fare sheet would be considered for the definition of shortest and direct route for the purpose of calculation of notional monetary entitlement i.e.

- a. If single fare is available for any sector in the fare sheet, the same will be considered even if the flight is stopping/ taking halt in between or is operating via another airport.

(For an example, for sector 'A' to 'B', single/ direct fare is available in the fare sheet. However, the actual flight operates from 'A' to 'B' via 'C'. Here, the single fare available for sector 'A' to 'B' in the fare sheet will be taken into account.)

- b. In case for any designated place, Air India operates only in part or fare is available in the fare sheet only for part journey, but single fare is available in the fare sheet of other Airlines for the Sector, fares as available for the sector in the fare sheet of other airlines will be taken into account.

(For an example, from 'A' to 'B', Air India operates up to 'C', but fare for 'A' to 'B' is available in 'X' airline, fares of 'X' airline will be taken into account.)

III. **OTHER ADMISSIBLE CHARGES FOR REIMBURSEMENT:**

- i. Charges for Cancellations, Re-issuance, Re-validation, No-show etc., if any, incidental in nature for the journey during LTC, will also be reimbursable within the overall notional entitlement.
- ii. Goods & Service Tax (GST) would be reimbursed on actual basis over and above the notional entitlement.
- iii. Conveyance charges incurred for reaching airport/ railway station at the 'headquarter' and 'home town'/ 'designated place' i.e. both at the points of commencement and termination of the LTC/ HTC journey, by a shortest direct route, may be reimbursed on actual basis, over and above the notional entitlement.

3. GRANT OF ADVANCE FOR LTC/HTC: The period for grant of advance for LTC/ HTC shall be revised, as under:

- i. Advance against LTC/ HTC may be granted up to a maximum of four months prior to onward journey. Tickets for LTC/ HTC should be purchased within a period of 15 days of such advance. In case the concerned staff fails to do so, the whole advance should be recovered and interest at Clean OD rate may be recovered for the entire period. Further, fresh sanction should be obtained for availing advance again.
- ii. Bill/ claim for reimbursements, complete in all respects, should be submitted within a maximum period of one month of completing return journey under LTC/ HTC. In the event of his/ her not doing so, full recovery would be made from him/ her with interest at Clean OD rate for the delayed period.
- iii. All put together, the maximum period an advance for LTC/ HTC could remain outstanding in system, is six months. The concerned staff should plan his/ her LTC/ HTC and availing of advance accordingly.
- iv. In case where the advance against LTC is not settled within six months, hold would be placed on the employee's account for the corresponding amount for recovery of full advance.

4. AVAILING OF LTC/ HTC BY FAMILY SEPARATELY/ ONLY:

The members of the family of an officer may be permitted to avail of Leave Travel Concession without the attendance of the officer. However, in terms of Rule 44 (4) of SBIOSR, it is stipulated that the time gap between the commencement of the onward journey or between the termination of return journey, by a member of the family and that of the officer should not more than 3 months, failing which the unavailed part will lapse.

In this connection, it has been approved that the permissible time gap of 3 months may be extended to the 6 months in the existing provisions. The existing and revised provisions of the SBIOSR has been placed as 'Annexure-I'.

5. We are receiving references/ queries on following aspects of the LTC/ HTC policy, for which the clarifications are issued as under:

ISSUES/ EXISTING INSTRUCTIONS	CLARIFICATIONS/ MODIFICATIONS
<p>I. LTC/ HTC entitlement where both husband and wife are employed in our Bank:</p> <ul style="list-style-type: none"> • If an officer and his wife are employed in the Bank although each will be entitled to leave travel concession in his/her own right, the family including the husband and wife taken together will not be eligible for the concession more than once in the relative period. • When both husband and wife avail of 	<p>I. LTC/ HTC entitlement where both husband and wife are employed in our Bank:</p> <ul style="list-style-type: none"> • Husband and/or wife, will not be eligible for the concession more than once in the relative period i.e. during their respective four year block period. • The officer, claiming LTC/ HTC for spouse working in the Bank shall also give undertaking from self and spouse that taken together during their

<p>LTC/HTC together, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both. In case each spouse prefers to avail of LTC in his/her own right, only one of them would be entitled to claim LTC in respect of their dependent children.</p> <ul style="list-style-type: none"> • During each block of four years, an officer shall be eligible for leave travel concession for travel to his home town once in each block of two years. Alternatively, he may travel in one block of two years to his home town and in the other block to any place in India by the shortest route. 	<p>respective block of four years they have not availed the concession more than once.</p>
<p>II. Encashment of leave while availing LTC/HTC:</p> <ul style="list-style-type: none"> • Once in every four years when an officer avails of leave travel concession, he may be permitted to surrender and encash his privilege leave not exceeding one month at a time. Alternatively, he may whilst travelling in one block of two years to his home town and in other block to any place in India, be permitted encashment of privilege leave with a maximum of 15 days in each block or 30 days in one block. • Where there is a carryover of LTC/ HTC block during service period of an officer, subject to stipulation of maximum of two encashment blocks outstanding at any one time, the privilege leave encashment block, if due, may also be carried over along with the respective LTC/ HTC block period and no separate permission will be required for the purpose. 	<p>II. Encashment of leave while availing LTC/HTC:</p> <ul style="list-style-type: none"> • The leave encashment block (four year) should be coterminous with the respective block of the LTC/ HTC. • As such, leave encashment for the un-availed/ future LTC/ HTC block cannot be availed while availing the extended/ previous block of LTC/ HTC.
<p>III. Availment of LTC after retirement: Advance for the LTC/ HTC:</p> <ul style="list-style-type: none"> • In case where permission has been granted for LTC after retirement, the relative LTC/HTC bill must be submitted by the officer at the concerned branch/office within 15 days of completing the last return journey 	<p>III. Availment of LTC after retirement: Advance for the LTC/ HTC:</p> <ul style="list-style-type: none"> • Wherever, officer has taken advance for LTC, he/ she has to submit bills/ claim within a maximum period of one month of completing return journey under LTC/ HTC. Maximum period an advance could remain outstanding is

<p>undertaken by him/his family member under the LTC/HTC facility, not later than nine months of his date of retirement.</p>	<p>Six months. Failing this, the advance would be adjusted from the amount of the special term deposit receipt (STDR) kept in the name of officer with lien in Bank's name for the purpose.</p>
<p>IV. Availing LTC/ HTC by family separately/ only:</p> <ul style="list-style-type: none"> • 44.(2): An officer who proceeds to his home town or designated place during leave granted under these rules shall be entitled to claim from the Bank, the travelling expenses in respect of one onward journey and one return journey performed by himself and by each member of his family. • In cases where the journey is commenced either by the officer or by a member of his family from a place other than the officer's place of posting, the claim will continue to be limited to the amount admissible, had the journey been made from or to the actual headquarter of the official. In case of visit to a place other than the home town, as the designated places can be different for the officer and the family members, the expenditure reimbursable would be limited to the notional fare by the entitled class from the place of posting of the officer to the designated place(s) and vice-versa. 	<p>IV. Availing LTC/ HTC by family separately/ only:</p> <ul style="list-style-type: none"> • Entitlement/ Reimbursement of travelling expenses for LTC/ HTC will only be admissible on completion of return journey i.e. journey to the headquarters or to place of commencement of the onward journey. • In cases the onward journey and/ or the return journey of the LTC/ HTC is performed separately by the officer and his family member/s, the notional entitlement of the official, from the headquarter to the home town/ designated place, would be the notional entitlement for the family members also. They will, however, be reimbursed with the actual fares/ hire charges incurred or the fare to the designated place by the shortest route by the entitled class, whichever is lower. • Part availment and part encashment of the same LTC block by Officer for himself / herself and his / her family members is not permissible.
<p>V. Longer/ Circuitous/ Convenient Route / Traveling Abroad:</p> <ul style="list-style-type: none"> • An officer may reach the designated place by a longer/ circuitous route or may travel throughout or partly in a higher or lower class, or in a taxi. He will, however, be reimbursed with the actual fares/ hire charges incurred by him or the fare to the designated place by the shortest route by the entitled class, whichever is lower. 	<p>V. Longer/ Circuitous/ Convenient Route / Traveling Abroad:</p> <ul style="list-style-type: none"> • An officer may reach the designated place <i>and/ or return to the headquarters/ to place of commencement of the onward journey</i> by a longer/ circuitous route or may travel throughout or partly in a higher or lower class, or in a taxi. He will, however, be reimbursed with the actual fares/ hire charges incurred by him or the fare to the designated place by the shortest route by the entitled class, whichever is lower.
<p>VI. LTC/ HTC - Extension of Block Period:</p> <ul style="list-style-type: none"> • In the event an officer is unable to avail LTC/HTC within the biennial block, the 	<p>VI. LTC/ HTC - Extension of Block Period:</p> <ul style="list-style-type: none"> • The biennial block is carried over to next biennial block. Within the block,

<p>same may be carried over to next biennial block subject to maximum two concessions remain outstanding in any biennial block.</p> <ul style="list-style-type: none"> • In cases of carried over LTC/HTC block, the extended LTC/HTC has to be availed first and then usual LTC/HTC due during current block can be availed of. • Alternatively, an officer, by exercising an option anytime during a four year block or two year block, as the case may be, surrender and encash his/her LTC (other than travel to place of domicile). 	<p>the HTC and/ or LTC may be availed of in terms of extant instructions.</p> <ul style="list-style-type: none"> • Provision to surrender and encash his/her LTC (other than travel to place of domicile) shall also be available in case of Extended LTC block.
<p>VII. Calculating notional monetary entitlement in case the distance between the headquarter and home town/ designated place is up to 500 k.m and places are not directly connected by air:</p> <ul style="list-style-type: none"> • In terms of SBIOSR 44.1., Officer are eligible for LTC “by the shortest route”. • In terms of SBIOSR 41.1., an officer in SMG grade or Top executive grade may travel by air in Economy class or by train in 1st Air-conditioned class. An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail, provided that the distance does not exceed 500 kms. • If the designated place and the headquarters are partly connected by air and partly by rail/road, he will be entitled for reimbursement of rail/ road fare for distance covered by rail/road and air fare for the distance covered by air. For this purpose, only the nearest airport on the shortest air route, generally accepted as the connecting link en route, will be considered. 	<p>VII. In case the distance between the headquarter and home town/ designated place is up to 500 k.m& places are not directly connected by air or single/ direct fare for the sector is not available in the fare sheet of airlines, the notional monetary entitlement will be by car/ train in entitled class by the shortest route.</p>

6. The modifications will be effective for the LTC/ HTC sanctioned from the 10th November 2018 onwards.

7. All other terms and conditions will remain unchanged. Please arrange to bring the contents of this circular to the knowledge of all concerned.

Yours faithfully,

(PRASHANT KUMAR)

**Dy. Managing Director (HR) &
Corporate Development Officer**

Other existing circular instructions in the matter (click link to open):

AVAILMENT OF LTC AFTER RETIREMENT MODIFICATION IN GUIDELINES FOR LEAVE ENCASHMENT	Circular No.: CDO/P&HRD- PM/112/2017 - 18 Date: 28th March 2018
LEAVE TRAVEL CONCESSION / HOME TRAVEL CONCESSION (LTC/HTC) VISITING FOREIGN DESTINATIONS ENROUTE – DEDUCTION OF INCOME TAX	Circular No.: CDO/P&HRD- PM/106/2017 - 18 Date: 15th March 2018
HOME TRAVEL CONCESSION & LEAVE TRAVEL CONCESSION CARRY OVER OF LEAVE ENCASHMENT BLOCK- CLARIFICATION	Circular No.: CDO/P&HRD- PM/94/2015 - 16 Date: 9th February 2016
LEAVE TRAVEL CONCESSION / HOME TRAVEL CONCESSION (LTC/HTC) EXTENSION OF BLOCK PERIOD	Circular No.: CDO/P&HRD- PM/64/2014 - 15 Date: 23rd December 2014
PAYMENT OF LEAVE TRAVEL CONCESSION (LTC)/ HOME TRAVEL CONCESSION (HTC) BILLS – CLARIFICATIONS	Circular No.: CDO/P&HRD- PM/41/2013 - 14 Date: 29th October 2013
LEAVE TRAVEL CONCESSION (LTC) / HOME TRAVEL CONCESSION(HTC) CLARIFICATIONS	Circular No.: CDO/P&HRD- PM/15/2011 - 12 Date: 4th May 2011

LEAVE TRAVEL CONCESSION/ HOME TRAVEL CONCESSION
AVAILMENT OF LTC/HTC AFTER RETIREMEN

Circular No.:
[CDO/P&HRD-
PM/47/2010 - 11](#)
[Date: 27th October 2010](#)

ANNEXURE-I:

Rule 44(4)- STATE BANK OF INDIA OFFICERS' SERVICE RULES,1992:

EXISTING	REVISED
No claim for travelling expenses shall be admitted under this rule unless, (a) The officer has completed one year's service in the Bank before the date on which the onward journey to which the claim relates is commenced. Provided that this restriction shall not apply to	No claim for travelling expenses shall be admitted under this rule unless, (a) The officer has completed one year's service in the Bank before the date on which the onward journey to which the claim relates is commenced. Provided that this restriction shall not apply to

<p>an officer who has completed one year's service including the service in the cadre immediately preceding his appointment in the present grade.</p> <p>(b) The time gap between the commencement of onward journey by a member of the family and that of the officer is not more than 3 months.</p> <p>(c) The time gap between the termination of return journey by a member of the family and that of the officer is not more than 3 months.</p> <p>(d) The officer certifies that he and the members of his family in respect of whom travelling expenses are claimed actually performed the journey and incurred the expenditure the reimbursement of which is claimed, and produces satisfactory evidence of the expenditure by way of money receipts or tickets, or otherwise.</p>	<p>an officer who has completed one year's service including the service in the cadre immediately preceding his appointment in the present grade.</p> <p>(b) The time gap between the commencement of onward journey by a member of the family and that of the officer is not more than <u>6 months</u>.</p> <p>(c) The time gap between the termination of return journey by a member of the family and that of the officer is not more than <u>6 months</u>.</p> <p>(d) The officer certifies that he and the members of his family in respect of whom travelling expenses are claimed actually performed the journey and incurred the expenditure the reimbursement of which is claimed, and produces satisfactory evidence of the expenditure by way of money receipts or tickets, or otherwise.</p>
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