

**INTERNATIONAL AIRPORTS AUTHORITY OF INDIA (L.T.C.)  
REGULATIONS, 1982**

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INTERNATIONAL AIRPORT AUTHORITY OF INDIA NOTIFICATION  
New Delhi, the 24th May, 1982

**1. Short title, commencement and application :-**

(1) These regulations may be called the International Airports Authority of India (Leave Travel Concession) Regulations, 1982.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply to all the employees of the Authority :-

(i) who are entitled to regular leave :

(ii) who are appointed on a contract basis, if the contract is for a period exceeding one year, and

(iii) who are re-employed, on completion of one year's continuous service; and shall not apply to persons,

(iv) who are not in the whole time employment of the Authority, or

(v) who are daily wage employees, or

(vi) who are trainees or apprentices :

Provided that the persons who are on deputation from the Ministries and Departments of the Central Government and other

Organisations shall have the option if otherwise admissible under the terms of their deputation to choose between leave travel concession as admissible under these regulations and that admissible to them under their parent Organisation whichever is more favourable to them, 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 has already availed of the concession under his parent Organisation during the block.

## **2. Definition :-**

In these regulations,-

(a) "block" means a group of two consecutive calendar years, commencing from the year 1972-73 ;

(b) "competent authority" means the Chairman or any Member or any officer authorised in this behalf by the Chairman :

(c) "concession" means the leave travel concession admissible under these regulations;

(d) "family" means an employee's wife or husband, as the case may be, residing with the employee, legitimate children including step children and adopted children of under the personal law applicable to the employee, adoption is legally recognised as conferring on the child so adopted the status of a natural child), wholly dependent on the employee parents, sisters and minor brothers, residing with and wholly dependent on the employee.

Note :-Not more than one wife is Included in the term 'Family' for the purposes of these regulations ;

(e) "home town" means the permanent home town or village as entered In the service record of the employee or such other place as has been declared by him to be his home town and accepted by the competent authority.

## **3. Declaration of home town :-**

(1) Every employee shall within a period of six months 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 home town for the purposes of these regulations:

Provided that a new entrant to the service of the Authority shall make such a declaration before the expiry of six months from the date of entry into service.

(2) A declaration of home town once made shall be treated as final, but In exceptional circumstances a competent authority may, for reasons to be recorded in writing, authorise a change in any such declaration, provided that such a change shall not be authorised more than once during the entire service of the employee :

(3) Every request for change of home town by an employee shall be supported by reasons such as ownership of immovable property or permanent residence of near relative.

#### **4. Admissibility of leave travel concession :-**

The concession shall be admissible to an employee for visiting his home town and the authority shall reimburse the fare subject to the following conditions, namely,-

(a) The concession shall be admissible to an employee and the members of his family for visiting his home town once in every block year subject to prior approval of the competent authority.

Note : 1.-The employee may avail himself of the concession during regular or casual leave.

Note : 2.-The members of the family shall be entitled to the concession irrespective of the fact that the employee has or has not been granted regular leave or casual leave for the purpose or that his leave has or has not been officially refused.

Note : 3.-An employee who declares subject to the satisfaction of the competent authority that his home town is outside India shall also be entitled to the concession for visiting his home-town. The Authority's assistance in such a case shall be limited to the share of the fare for journeys by the shortest route calculated on a through ticket basis upto and from the Indian railway station or port (by the shortest route nearest to his home town.

Explanation.-For the purpose of this regulation, the term 'port' nearest to his home town means the part In India nearest to the home-town of the employee.

(b) The Authority shall make full re-imburement of the expenses incurred in visiting home-town in a block of 2 years for the class by which the employee is entitled for travel and full reimbursement for

visiting any place In India in a block of 4 years.

Note :-The liability of the Authority for the cost of railway fare between the employee's headquarters and his home town shall be limited to the share of the fare by shortest route calculated on a "through" ticket basis.

(c) The employee and members of his family shall be entitled to the class of travel by rail as per his entitlement under the regulations relating to travelling allowance applicable to such employees, subject to the condition that if the employee is under the said regulation entitled to travel by air- conditioned accommodation, his entitlement to the concession shall be on the basis of travel by first class only.

(d) In every case the journey shall be to the home-town 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 members of his family. But the assistance admissible shall be the amount 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 home-town of the employee.

(e) The family members need not accompany the employee or even travel in the same calendar year in which the employee travels. The family members will get the concession independently whether the employee avails It or not. The members of the family of an employee may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group provided the journey is reformed during the currency of the block in respect of which the first group performed Its journey. For example, for the block 1978-81, its one-group performs the outward journey sometime in 1978, the last group can perform its outward journey any time up to 1982. The return journey of each group must be completed within months from the date of commencement of the outward journey by that group. This condition may be relaxed in special cases by the competent authority.

(f) The concession shall be counted against the year during which the outward journey commences. However, the employees and their families who are unable to avail themselves of the concession

in a block of two years may be permitted to avail of the concession before the end of the first year of the next block.

(g) The concession to home-town/any place in India is admissible both ways during leave preparatory to retirement provided the return journey is completed before the expiry of the leave. The concession is not admissible during refused leave and terminal leave.

(h) The concession shall not be admissible to an employee who proceeds on leave and then resigns his post without returning to duty.

Note :-The retiring employee shall be entitled to travelling allowance, transfer grant and incidentals on the same terms as a serving employee on transfer.

(i) Notwithstanding the provision contained in clause (c), an employee may travel by air, steamer or road (either by private car or public transport) where the places are connected by rail or in a class higher or lower than that to which he is entitled, but the liability of the Authority shall be restricted to the fare as admissible under clause (c) or the actual cost of fare, whichever is less.

(j) Subject to the provisions of clause (b), in respect of journeys between places not connected by rail the concession shall be admissible as under:

(1) For a journey which is covered by a recognised public transport system, the assistance shall be the full actual fare charged.

(2) For the portion of journey which is not connected by a recognised public transport system, the assistance shall be full road mileage at the rates prescribed under the regulations relating to travelling allowance applicable to such employees. In either case the amount of assistance shall be calculated on the basis of actual fare or mileage allowance, as above, as the case may be, at single rates for the employee and for the members of his family. (k) The concession shall not be admissible to an employee who has not completed one year of continuous service under the Authority.

(l) An employee whose family is living at his home-town, may instead of having the concession for his family as well as for himself one in a block of two years, avail of the concession for himself alone once every year for visiting his home-town.

(m) Without prejudice to the provisions contained in preceding clause (f), if the leave applied for by an employee is refused in writing by the authority competent to sanction the same in the interest of public service and if it is also certified by that authority that leave cannot be granted at any time during that calendar year, in that case, the concession shall be deemed to have lapsed for that occasion so far as the employee himself is concerned.

(n) Once in a block of four calendar years commencing from the year 1974, every employer of the Authority shall be entitled to avail himself of the concession for journey to any place in India, subject to all other conditions laid down in these regulations. In particular concession for travelling to any place in India, if not utilized, during the block of four years, shall be carried forward to the first year of the next block of the four years.

Note :-Employees who are entitled to the concession for journeys to their home-town shall also be eligible to avail themselves of the concession to travel to any place in India once in block of four years, but if this concession is utilised, it will be in lieu of and adjusted against the concession to the home-town including the concession, if any, carried forward, to which they may be entitled at the time of journey to any place in India is undertaken. Further, such employees shall be entitled to carry forward the concession to travel to any place in India to the first year of the next block of four years only if they are entitled to carry forward the concession to home-town for that year.

(o) The concession for one way journey shall be admissible to the members of the family of an employee with reference to the facts existing at the time of the forward and return journeys independently.

Illustrations.-

(a) The following persons shall be entitled to reimbursement in respect of the outward journey only. namely :-

(i) a dependent son or daughter getting employment or getting married after going to home-town or remaining there for prosecution of studies ; or

(ii) the family having performed the journey to home-town have no intention of completing the return journey from home-town, provided the employee forgoes in writing the concession in respect

of the return journey if performed by the members of his family at a subsequent date.

(b) The following persons shall be entitled to reimbursement in respect of return journey only, namely :-

(i) a newly married wife coming from home-town to headquarters station or a wife who has been living at home-town and did not avail herself of the leave travel concession in respect of the outward journey ; or

(ii) a dependent son or daughter returning with parents or coming alone from home-town where he or she has been prosecuting studies or living with grand parents etc. ; or

(iii) a child who was previously below three or twelve years of age but has completed three or twelve years of age only at the time of the return journey ; or

(iv) a child legally adopted by an employee which staying in he home-town.

#### **5. Submission of claims :-**

(1) The employee shall prefer claim for reimbursement together with necessary details and furnish a certificate that he and his family actually performed such journeys.

(2) The employee shall also produce evidence of his having actually performed the journey, namely, serial number of rail tickets, cash receipt, wherever is practicable.

(3) The employee shall submit the claim for reimbursement of the cost of travel under these regulations within 90 days after the completion of the return journey, otherwise the right to reimbursement may be forfeited unless relaxed in special circumstances in any particular case by the competent authority.

#### **6. Advance :-**

(1) Advance may be sanctioned by the controlling Officer concerned up to 90 per cent of the estimated claim of the employee for reimbursement.

(2) Advance may also be sanctioned by the controlling officer for each different group of the members of the family of the employee and there may not be any objection to permitting adjustment of his

claims separately. When, however, a consolidated advance is drawn by the employee in respect of the members of his family, one adjustment claim shall be preferred for all the groups.

**7. Interpretation :-**

If any question arises relating to the interpretation of these regulations, it shall be referred to the Chairman who shall decide the same.

Capt. A.M. Kapur, Chairman International Airports Authority of India