



**MAHARASHTRA METRO RAIL CORPORATION LIMITED**  
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

**LEAVE TRAVEL CONCESSION RULES**



**MAHARASHTRA METRO RAIL CORPORATION LTD.**  
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



**LEAVE TRAVEL CONCESSION (LTC) RULES FOR EMPLOYEES OF  
MAHA METRO**

**1. SHORT TITLE AND COMMENCEMENT:-**

1.1 These rules shall be called "The Maha Metro Employees Leave Travel Concession Rules".

**2. OBJECTIVE:-**

2.1 These Rules are meant to provide financial assistance to employees of Maha Metro in meeting the expenses of travel involved while availing of rest and recreation with family away from headquarters at the 'home town' or 'elsewhere' periodically.

**3. APPLICABILITY: -**

3.1 These Rules shall apply to all Regular employees and long term (5 years) Contractual employees on regular pay scales; who have completed at least one year of continuous service in the Corporation including those on deputation from Government/ Public Sector Undertakings, who are permanently absorbed/ re-appointed in the Corporation (in their case the condition of one year in the Corporation will not apply). The deputationists from Government departments/ PSUs, who are eligible for LTC in their parent organization, shall be eligible for LTC in Maha Metro also.

3.2 Casual employees, whether on daily or monthly rates of wages or those retired personnel engaged on Re-employment/ short term contract and Consultants shall not be eligible under these Rules.

**4. DEFINATIONS:-**

4.1 Competent Authority means Managing Director or any other Officer as stipulated under the Schedule of Powers.

4.2 Family means:-

- (a) An employee's spouse, children (below the age of 25 years or till they get married or employed, whichever is earlier);
- (b) Widowed mother of the employee only, who is residing with him/her and wholly dependent upon the employee;
- (c) The "wholly dependent parents" (on the basis of the eligibility as prescribed for availing medical benefits).

**Note:-**

- (i) If both husband and wife are employees of the Corporation, only one of them can avail of the concessions under these rules including for his/her family, the other spouse being treated as dependent.



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(ii) If the employee's spouse is employed in any Government Department/PSU; he/she will have to exercise the one time option to avail the facility either from the spouse's organization or Maha Metro. This option may be altered on reasonable ground only. For availing LTC facility in Maha Metro, an employee will have to certify that his wife/ her husband for whom LTC is claimed by him/her is not availing the LTC facility from any other organization wholly or partly financed by Central/State Government autonomous/local body etc. and submit a LTC surrender/Cessation certificate issued by the organization in which his/her spouse is employed.

(d) "Home Town" means the place, declared as such by the employee at the time of joining the Corporation or at the time of his/her absorption and accepted by the competent authority, as the place where the employee himself/herself was or his/her near relations are still residing or where the employee owns immovable property.

**Note: -** The declaration of hometown once made (refer Annexure A given below) shall ordinarily be final. However, the Managing Director or a Functional Director may at his discretion authorize a change in the declaration once during the entire course of service of the employee in the Corporation.

### **5. NATURE AND EXTENT OF LEAVE TRAVEL CONCESSION:-**

5.1 The primary condition for admissibility of LTC under these rules is that it can be availed of only when the employee proceeds on leave. If the employee and his family travel/s separately during onward/ return journey, this will be considered as split LTC. However, split LTC can be availed under the approval of the concerned Director.

5.2 The scale of LTC entitlement will be as follows:-

(a) **Home Town LTC:-** Once in block of two years for the journey by the direct/ shortest route from his/her headquarters to his/her hometown and back, however limited to once in the block of four years. //

(b) **All India LTC:-** Once in block of four years for the journey from his/her headquarters to any other place in India and back, in lieu of a journey by the direct/ shortest route to his/her hometown and back.

(c) However, if LTC to other than hometown is not availed, the employee can avail one hometown LTC in lieu thereof in a block of four years in addition to one hometown LTC allowed during the four years block.

(d) An employee whose family is living at hometown (inclusive of (a) above) is entitled to avail LTC for himself/herself alone once every year (instead of once in a block of two years for himself/herself and his/her family) for visiting his/her hometown.

(e) LTC claim of Maha Metro employees is to be regulated from the headquarter to the hometown. Thus, Maha Metro employee whose headquarter/ place of posting and hometown are one, are not eligible for



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hometown LTC. In respect of Maha Metro employees whose headquarter and hometown are different; they are eligible for hometown LTC irrespective of the distance involved.

(f) The one Home town LTC can be availed either in the first or second sub-block of two years in a block of four years.

(g) Railway deputationists, who are in CDA scale, getting reduced Passes/ PTOs from Railway organization, due to longer deputation with Maha Metro are allowed re-imburement of one set of journey to their Hometown and back, in case of Non-executives and anywhere in India to Executives, for every year of deputation beyond 3 years, as per eligibility in Railways. Those Railway deputationists, who opt for IDA scales, shall not be entitled to this facility.

(h) Deputationists from other Government Departments/ PSUs, who are eligible for LTC, will be governed by the Block year of their parent Department. They will be reimbursed LTC as per their eligibility in Maha Metro and will have no relevance of eligibility in their parent Department.

5.3 The block year for LTC will be the block year as defined in CCS (Leave) Rules, 1988. The block year, henceforth in Maha Metro, will be uniform for all employees and the four year first block will be from 01.01.2014 to 31.12.2017 and so on.

5.4 Special Provisions for travel by air to visit NER, J&K and Andaman & Nicobar Island:- Air travel by Air India/ Private Airlines, for LTC to eligible officers including LTC under the special provision for travel by Air to N.E.R, J&K and Andaman & Nicobar Island (A&N) is permitted on the following terms and conditions:-

- (i) Air travel for LTC, for eligible officers, as per entitlement.
- (ii) Air travel under Special LTC provision for NER, J&K and Andaman & Nicobar Island (A&N) by Private Airlines is to be performed in Economy class only and at LTC 80 fare or less.
- (iii) Air tickets to be purchased directly from the airlines (Booking counters/ website of airlines) or by utilizing the services of the Authorized Travel Agents only, viz. M/s Balmer Lawrie and Co. Ltd.; M/s Ashok Travels and IRCTC (to the extent IRCTC is authorized) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
- (iv) All eligible employees may avail LTC to visit any place in N.E.R/ J&K/ A&N against the conversion of one block of their Home Town LTC. Fresh recruits are eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (v) Employees entitled to travel by air can avail this LTC from their headquarters in Economy class.
- (vi) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:-



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- Between Kolkata/ Guwahati and any place in NER.
- Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
- Between Delhi/ Amritsar and any place in J&K.

(vii) Journey for the non-entitled employees from their headquarters upto Kolkata/ Guwahati/ Chennai/ Bhubaneswar/Delhi/Amritsar will have to be undertaken as per their authorized entitlement.

(viii) Air travel by non- entitled officers on the sectors mentioned in sub-para (vi) above may be permitted while availing LTC to any place in India (4 Years Block) also.

(ix) The current block year of LTC is 2014 to 2017. The officers and staff are eligible for one All India LTC and Home Town LTC.

(x) The DoPT vide O.M. No. 31011/3/2014- Estt (A-IV) dated 9-09-2016 has again issued relaxation to travel by air to visit NER, J&K and Andaman & Nicobar Island (A&N) w.e.f. 26-09-2016 for a period of two years.

(xi) These orders shall also be in operation in Maha Metro for a period of two years w.e.f. 26/09/2016 and employees are advised to be cautious regarding misuse of LTC as random checking of air tickets submitted by official may be verified.

**5.5 Mode of Entitlement:-**

An eligible employee of the Corporation will be entitled to claim full reimbursement of the actual cost of travel, limited to total fare by the class of travel by Air/Rail, as given below:-

Ser No.	Designation	Grade Code	IDA Pay Scale	CDA Pay Band	Grade Pay	Travel Entitlement		
						By Air	By Rail	By Road
1.	MD	E10	80000-125000			By Air (Domestic "Highest" Class)	-	-
2.	Directors	E9	75000-100000					
3.	ED	E8	62000-80000					
4.	CGM	E7	51300-73000	37400-67000	10000	By Air (Domestic "Y" Class)	-	-
5.	GM	E7	51300-73000	37400-67000	10000			
6.	AGM/ Sr. AGM	E6	43200-66000	37400-67000	8900	Not Authorized	Normal Train - 1 <sup>st</sup> AC Rajdhani -	-
7.	JGM	E5	36600-62000	37400-67000	8700	Not Authorized		

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8.	Sr. DGM	E4	32900-58000			Not Authorized	2 <sup>nd</sup> AC Shatabdi - CC	
9.	DGM	E3	29100-54500	15600-39100	7600	Not Authorized		
10.	Manager	E2	24900-50500	15600-39100	6600	Not Authorized	Normal Train- 2 <sup>nd</sup> AC Rajdhani- 3 <sup>rd</sup> AC Shatabdi - CC	AC Bus
11.	Asst. Manager	E1	20600-46500	15600-39100	5400	Not Authorized		
12.	Supervisor	S3	18500-35600	9300-34800	4800	Not Authorized		
13.		S2	16000-30770	9300-34800	4600	Not Authorized		
14.		S1	13500-25520	9300-34800	4200	Not Authorized		
15.	Non-Supervisor	NS4	10170-18500	5200-20200	2400	Not Authorized	Normal Train- FC/ 3 <sup>rd</sup> AC, Rajdhani- 3 <sup>rd</sup> AC Shatabdi - 3 <sup>rd</sup> AC	AC Bus
16.		NS3	8000-14140	5200-20200	2000	Not Authorized	Normal Train- FC/ 3 <sup>rd</sup> AC	-
17.		NS2	6670-11470	5200-20200	1800	Not Authorized	Normal Train- 2 <sup>nd</sup> Sleeper Class	-
18.		NS1	6090-9300	5200-20200	1800	Not Authorized		

In special circumstances, if an employee is required to travel by any other airline, other than Air India, the case can be considered sparingly with the approval of the Director concerned only.

5.6 For travel from residence to airport/ railway station/ bus stand, both for onward and inward journey, the employee may claim reimbursement of actual expenses incurred by entitled mode of journey as on official duty while availing LTC for Home Town.

5.7 In addition to the above reimbursement, in case of LTC availed for a place other than Home Town, in a block of 4 years, incidental charges at the following rates will be admissible:-



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**Incidental Charges:-**

Ser No.	Category	Incidental Charges
1.	Non-Supervisors	Rs. 3750/-
2.	Supervisors	Rs. 5250/-
3.	Executives below HOD level	Rs. 6000/-
4.	Executives above HOD level	Rs. 9000/-

- Deputationists from Railways, given LTC in lieu of the passes in the fourth year of deputation will not be entitled for Incidental Charges.

- In case an employee avails two LTCs for Hometown in lieu of any other place in a block of 4 years, he may claim incidental charges with first Hometown LTC. The same will be paid by Finance Department with All India LTC or 1<sup>st</sup> Hometown in lieu of All India LTC, irrespective of claim by the employee.

5.8 For journeys undertaken between places partly connected/ not connected by Rail, reimbursement for such journey will be at the rate admissible subject to the condition that the maximum amount shall not exceed the amount had the journey been performed by entitled class indicated above. The reimbursement will be made subject to certification by the employee concerned to the effect that the journey has been performed against the claim presented.

5.9 For the journey performed by air or in other than entitled class, the employee will be eligible for re-imbursement of LTC as per eligibility in Rajdhani Express or eligible class for employees not eligible for Rajdhani.

5.10 Those employees who use own cars/taxi for availing LTC, are eligible for reimbursement subject to limit of the fare by the entitled mode of transport or amount spent on such journey whichever is less, on certification by the employee concerned to the effect that the journey has actually been performed against the LTC claim presented. Proof such as petrol bill, Toll, parking etc. at the destination be enclosed else claim shall not be entertained.

5.11 The reimbursement of fare for the journey undertaken by sea for the places not connected by train shall be as per scale given below:-

Ser No.	Level	A&N Island and Lakshadweep Islands (Shipping Corporation of India)	Others
1.	Assistant Manager & above	Deluxe Class	Highest Class
2.	Supervisors in pay scale Rs. 13500-25520 to 18500-35600	First/'A' Cabin Class	If there be two classes only on the Steamer, the lower class.
3.	Employees in pay scale Rs. 10170-18500	Second/'B' Cabin Class	- If there be two classes only on the Steamer, the lower class. - If there be three classes only on the Steamer, the



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			middle or second class. - If there be four classes only on the Steamer, the third class.
4.	Employees in pay scale below Rs. 10170-18500	Bunk Class	The lowest Class

**6. CARRY FORWARD OF LTC:-**

The LTC, not availed in any particular block of two years may be carried forward to and availed before the expiry of the first year of the succeeding block years, as the case may be. Any further extension shall be granted by the MD on merit of the case.

**7. TRAVEL IN GROUP:-**

The LTC may be availed by an employee and his/her family by undertaking the travels in separate groups but the outward journey of the last such group should commence before expiry of six months from the date of commencement of the outward journey of the first group and the return journey of the last group must also be completed within six months from the date of commencement of its outward journey.

**8. RESTRICTED CONCESSION:-**

The above LTC will be restricted to one way journey only when:-

8.1 A dependent ward gets employment or a dependent daughter gets married after completion of the outward journey or remains at the outstation for studies etc.

8.2 When the family having completed the outward journey does not intend to complete the return journey.

8.3 The employee's newly married wife or a wife, who has been living away from the employee, travels to the headquarters station only on the return journey.

8.4 A dependent son/daughter travels to headquarters station from another place, where he/she has been studying or living with his/her relatives.

8.5 A child completes the fare paying age only at the time of travel on the return journey.

8.6 A child adopted by the employee while on visit to another station travels to the headquarters.

8.8 When the employee and his family travels to hometown on his/her proceeding on LPR (Leave Prior to Retirement) or terminal leave or within two months of retirement, provided LTC is otherwise admissible.



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**9. COMBINATION OF LTC WITH TRANSFER OR TOUR:-**

9.1 When an employee on a LTC visit to another station is transferred, he/she may avail LTC from old headquarters to the place of visit and the facilities of transfer travelling allowance from that place to the new headquarters.

9.2 When an employee on tour at station 'A' is permitted to proceed on LTC to place 'B'; he/she may avail LTC from station 'A' to station 'B' and from station 'B' to headquarters.

9.3 When an employee who has proceeded on LTC to place 'A' is required to proceed on tour to place 'B' and return to headquarters from place 'B'; he/she may avail LTC from headquarters to place 'A' and TA on tour from place 'A' to place 'B' and place 'B' to headquarters.

**10. LTC TO VISIT HOME TOWN OUTSIDE INDIA:-**

LTC is restricted for visits to places in India only. If however, the hometown of an employee is located outside the country; the LTC will be limited to journeys to and from the Airport/Railway station nearest to the hometown/ Port of embarkment in India.

**11. LTC ADVANCE:-**

11.1 An employee proposing to avail LTC may draw an advance limited to 90% of the estimated final claim. The LTC Advance will be processed 60 days in advance of the date of outward journey. For this purpose, the employee shall submit an application in the format enclosed at **Annexure B** below; to the competent authority. The personnel branch will process the case in accordance with these rules.

11.2 Advance for both the outward and return journeys will be admissible only if the return journey is to be completed within 90 days.

11.3 The advance shall be returned in full by the employee forthwith if the outward journey is not commenced within 60 days of the drawl of the advance.

11.4 The LTC Advance is to be settled immediately on completion of journey and on joining of duty (within 30 days); failing which simple interest @ 10% per annum will be charged till the unspent money is deposited back for entire period, i.e. from the date of drawl.

11.5 LTC is being given as per entitlement and LTC advance shall be booked as an expenditure on submission of bills. Therefore the requirement of surety bond for LTC advance stands deleted.

**12. PROCEDURE FOR CLAIM OF LTC:-**

The claims for LTC shall be preferred in the format given at **Annexure C** below within one month of completion of the return journey. It shall be accompanied by proof of the journeys having been performed. The competent authority on being



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satisfied with the correctness of the claims will endorse it to the Personnel Department for verification and transmission to the Accounts Department for payment.

### **13. INTERPRETATION AND RELAXATION:-**

In case of any doubt or dispute regarding to interpretation of these rules, the decision of MD shall be final. He may also have the powers to relax/ delete/ modify/ revise etc. any of the items of the provision of these rules, found necessary in future, for reasons to be recorded in writing.



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**Annexure A**

**DECLARATION**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation)  
\_\_\_\_\_ (Employee No.) \_\_\_\_\_ (Current Pay scale)  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DOJ/ Absorption) hereby declare that my Home Town for  
the purpose of LTC is \_\_\_\_\_ falling within the  
District \_\_\_\_\_ of State \_\_\_\_\_ and my  
nearest Railway station is \_\_\_\_\_.

The members of my family and other dependents for whom I am claiming  
reimbursement of LTC are as under:

Ser No.	Name of Family members, dependents including Self	Relationship with Employee	Date of Birth (dd/mm/yy)	Age (yrs)	Employed/ Unemployed/ Student (if employed furnish full details of Organization - Name, State/ Central Govt./ Autonomous, Local Body, Private etc.)

1. My Wife/ Husband is employed in \_\_\_\_\_ /  
is not employed and she/ he will not claim LTC from Maha Metro or her/ his employer  
and she/ he will not avail the LTC facility available to her/ him from any other source.

2. I certify that the person (s) for whom reimbursement will be claimed is/ are  
wholly dependent on me and residing with me.

3. My mother Smt. \_\_\_\_\_ is widow; has no  
source of income and is not getting pensioner benefit and wholly dependent on me, no  
other member of my family is taking LTC facility for her from her/ his employer or any  
other source. (My father expired on \_\_\_\_\_).

I hereby certify that the above information is correct and the journey has been  
performed by me and my dependents. I also certify that the amount claimed has been  
spent by me.

Dated: \_\_\_\_\_

(Signature of the Employee)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Mobile No.: \_\_\_\_\_



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(Signature of the Controlling Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Signature of Dy. HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

(Signature of HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_



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**Annexure B**

**APPLICATION FORM FOR GRANT OF LEAVE TRAVEL CONCESSION ADVANCE**

1. Name of Employee : \_\_\_\_\_
2. Date of Appointment/ Date of Absorption : \_\_\_\_\_
3. Employee No. : \_\_\_\_\_
4. Regular/ Deputation/ Contract : \_\_\_\_\_
5. Designation/ Department : \_\_\_\_\_
6. Basic Pay and current Pay scale : \_\_\_\_\_
7. Period & nature of leave sanctioned : \_\_\_\_\_
8. (i) Block Years during which concession was last availed of : \_\_\_\_\_  
(ii) Block Years during which concession now applied for : \_\_\_\_\_
9. Whether LTC Claim is for :  
(i) Home Town : \_\_\_\_\_  
(ii) All India (2<sup>nd</sup> Home Town, please specify) : \_\_\_\_\_  
(iii) Other Place (in lieu of Home Town, please specify) : \_\_\_\_\_
10. Nearest Railway Station (as per Service Records) : \_\_\_\_\_
11. Place of Visit : \_\_\_\_\_
12. Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Home Town (as per Service Records): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Particulars of Members of family including Self for whom advance is applied for

Ser No.	Name (Shri/ Smt/ Kumar/ Kumari)	Relationship with Employee	Age (yrs)

15. Distance from HQs (kms) : \_\_\_\_\_
16. Probable date of Commencement : \_\_\_\_\_



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17. Amount of advance applied for with details of calculations : Rs. \_\_\_\_\_  
(Attach Extra Sheet for calculation purpose)
18. Single railway fare of \_\_\_\_\_ Class from HQs to be place to be visited.
19. Balance after deducting 10% : \_\_\_\_\_
20. Total advance for \_\_\_\_\_ fare (No. of fares including self and family as indicated in point 14).

A. Certified that:-

- (a) I am availing the concession for the first/ second time during the block years \_\_\_\_\_.
- (b) The family members in respect of whose journey(s) the advance is being claimed are entirely dependent on me.
- (c) That my wife/husband is not a Maha Metro employee. He/ She has not availed of any concession separately.
- (d) That the journey(s) shall be performed by the class of accommodation for which the advance is being drawn.
- (e) That my wife/husband is employed in \_\_\_\_\_  
(Government organization funded by Central/State Government autonomous/local body etc.) and he/she is availing/ not availing the LTC facility from that organization.

B. I undertake:-

- (a) To refund the advance in full forthwith to the Corporation, if the outward journey is not commenced within 30 days of the drawl of the advance.
- (b) To refund the Corporation one half of the advance forthwith where the advance has been drawn for both outward and return journey and later it becomes clear that the period of absence from headquarters is likely to exceed 90 days.
- (c) To submit the LTC claim along with the photocopies of journey tickets in adjustment of the advance drawn within 30 days after the completion of the return journey.

Dated:

(Signature of the Employee)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Mobile No.: \_\_\_\_\_



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(Signature of the Controlling Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Signature of Dy. HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

(Signature of HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

.....  
**PERSONNEL DEPARTMENT**

Information Entered & Forwarded to Accounts Department.

(Signature of the HR Department Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

.....  
**ACCOUNTS DEPARTMENT**

Passed an Advance Payment for Rs. \_\_\_\_\_.

(Accounts Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



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**Annexure C**

**LTC CLAIM**

1. Name of Employee : \_\_\_\_\_
2. Designation/Department : \_\_\_\_\_
3. Employee No. : \_\_\_\_\_
4. Basic pay and scale : \_\_\_\_\_
5. Period & nature of leave availed : \_\_\_\_\_
6. (i) Block years during which the concession last availed of : \_\_\_\_\_  
(ii) Block years during which the Concession now availed : \_\_\_\_\_
7. Whether LTC claim is for :  
(a) Home Town or : \_\_\_\_\_  
(b) Other place (if not Hometown, please specify) : \_\_\_\_\_
8. Place of visit : \_\_\_\_\_
9. Details of journey undertaken : \_\_\_\_\_
10. **OUTWARD JOURNEY \***:

Ser No.	Name and Relationship to employee	Age	Date of Journey	From	To	Distance	Mode	Fare (in Rs.)

**II. RETURN JOURNEY \***:

Ser No.	Name and Relationship to employee	Age	Date of Journey	From	To	Distance	Mode	Fare (in Rs.)

\* Note: Photocopies of Journey Tickets to be attached.



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INCIDENTAL CHARGES (if applicable) : \_\_\_\_\_

TOTAL : \_\_\_\_\_

10. Amount of fare reimbursement as : (Rs. \_\_\_\_\_)  
Per Rules indicating proof of journey

11. Amount of advance, if any : (Rs. \_\_\_\_\_)

12. Net amount claimed : (Rs. \_\_\_\_\_)

Dated: \_\_\_\_\_

(Signature of the Employee)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

(Signature of the Controlling Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Signature of Dy. HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature of HOD)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

## PERSONNEL DEPARTMENT

Information Entered & Forwarded to Accounts Department.

(Signature of the HR Department Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



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**ACCOUNTS DEPARTMENT**

Passed LTC Claim Payment for Rs. \_\_\_\_\_.

(Accounts Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_