

**Officers can claim Annual Leave encashment on LTC in advance alongwith Part II Order.**

- i) This is regarding advance of encashment of leave on LTC to be claimed at the time of claiming LTC advance.**
- ii) Casualty code to be used as per “Revised Documentation Procedure for Publication of Part II Orders, 2014” is “LVELTCAD” while publishing the Part II orders.**
- iii) The specimen of Part II order and Certificate is given below.**

**Specimen of occurrence in respect of Advance Payment of Encashment**

<b>Sr. No.</b>	<b>Occurrence Code</b>	<b>Nature of Occurrence</b>	<b>From Date dd/mm/yyyy</b>	<b>To Date dd/mm/yyyy</b>	<b>Data 1</b>	<b>Data 2</b>	<b>Data 3</b>	<b>Data 4</b>
5.19A	LVELTCAD	Advance payment of encashment for 8 days AL, on availing LTC, out of total accumulation of 220 days <b>OR</b> Credit of 60 days of current year, for LTC journey from dd/mm/yyyy. Total leave en-cashed for availing LTC till date including above period is 50.	Required as (dd/mm/yyyy)	Not required	Required as 220	Required as 8	Required as 60	Required as 50
5.19B	LVELTC	Allowed to encash 8 days AL on availing LTC journey from dd/mm/yyyy from total accumulation of 220 days <b>OR</b> Credit of 60 days of current year total leave encashed for availing LTC till date, including above period is 50.	Required as (dd/mm/yyyy)	Not required	Required as 220	Required as 8	Required as 60	Required as 50

**Note:**

- i. Encashment of 10 days annual leave at the time of availing of LTC to the extent of 60 days during the entire career has been allowed to service personnel.
- ii. Encashment of leave on LTC is permissible only when the officer is entitled to claim LTC as per extent rules.
- iii. The encashment of annual leave on LTC can be claimed from the leave accumulated.

- iv. Annual leave encashment upto 10 days is admissible at the time of availing LTC by the officer himself/herself or when the family avails it, provided that other conditions are fulfilled.

**Instructions:**

**5.19A**

- i. Occurrence at Sr. No. 5.19A is to be published for encashment of annual leave, in advance, for availing LTC. Advance of such leave encashment may be allowed 60 days before the proposed date of journey. However, in case of cancellation of LTC journey, the advance should be refunded through MRO, failing which, advance remitted will be recovered from the salary account. In case of rejection of LTC claim due to non-entitlement, the amount of advance of encashment on LTC will also be recovered from salary of the officer.
- ii. Proposed date of onward journey to be mentioned in col. No. 4
- iii. When the encashment from previous year's accumulation is being claimed due to non-availability of annual leave for current year, Annual leave accumulation at the credit of the officer before availing this encashment to be mentioned in col. No. 6. In this case Data 2 in col. No. 8 will be blank.
- iv. To account for the annual leave claimed for encashment on LTC from previous year's accumulation, the occurrence of ACCLVE will invariably notified giving data in col. No. 7 & 8 as mentioned therein.
- v. Number of AL to be encashed on LTC to be claimed, to be mentioned in col. No. 7.
- vi. In case AL to be encashed from current year's leave entitlement, number of days of AL at credit of that year to be mentioned in col. No. 8. In this case Data 1 in col. No. 6 will be blank.
- vii. Total no. of days availed for encashment of AL on LTC during service (including the present on) till date to be mentioned in col. No. 9.
- viii. The requisite certificate as per Annexure I should be incorporated in the Part II order.

### **5.19B**

- i. Occurrence is required to be published for encashment of leave for availing LTC on completion of LTC journey.
- ii. Date of onward journey to be mentioned at col. No. 4.
- iii. When the encashment from previous year's accumulation is being claimed due to non-availability of annual leave for current year, Annual leave accumulation at the credit of the officer before availing this encashment to be mentioned in col. No. 6. In this case Data 2 in col. No. 8 will be blank.
- iv. To account for the annual leave claimed for encashment on LTC from previous year's accumulation, the occurrence of ACCLVE will invariably notified giving data in col. No. 7 & 8 as mentioned therein.
- v. Number of AL to be encashed on LTC to be claimed, to be mentioned in col. No. 7
- vi. In case AL to be encashed from current year's leave entitlement, number of days of AL at credit of that year to be mentioned in col. No. 8. In this case Data 1 in col. No. 6 will be blank.
- vii. Total no. of days availed for encashment of AL on LTC during service (including the present on) till date to be mentioned in col. No. 9.
- viii. The no. And date of part II order wherein Annual Leave was last encashed for availing LTC should be quoted as reference.
- ix. The requisite certificate as per Annexure II should be incorporated in the Part II order.

**Annexure I**

Certificate for claiming advance of annual leave encashment on availing LTC:

- i. I have been granted (nature of leave) from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ number of days for availing LTC.

AND/OR

My family will avail LTC alone.

- ii. I/my family will perform LTC journey on free warrant/Form'D'/authorize mode of transport for LTC and not under own arrangement e.g. own car etc.

- iii. I will submit LTC claim within a stipulated period of one month from the date of completion of journey as per Rule 17 TR. In case of cancellation of journey, I will refund the advance through MRO within a period of one month. If, I fail to do so, advance remitted to me will be recovered from my salary account by PCDA (O).

- iv. Total leave accumulated up to the previous calendar year is \_\_\_\_\_ days (name of unit Part II order No. \_\_\_\_\_ dated \_\_\_\_\_ refers). After the ibid encashment, balance of leave accumulated at credit is \_\_\_\_\_ days\*.

(\* - minimum 30 days should be available at the credit of the officer)

- v. The total leave encashed on availing LTC during the entire year of service till date is \_\_\_\_\_ days inclusive of \_\_\_\_\_ days being availed now.

**(Signature of Claimant)**

**(Countersignature of OC/CO)**

**Annexure II**

Certificate for claiming advance of annual leave encashment on availing LTC:

- i. I have been granted (nature of leave) from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ number of days for availing LTC.

AND/OR

My family has availed LTC alone.

- ii. I/my family have performed LTC journey on free warrant/Form'D'/authorize mode of transport for LTC and not under own arrangement e.g. own car etc.
- iii. I have submitted LTC claim vide unit \_\_\_\_\_ letter number \_\_\_\_\_ dated \_\_\_\_\_.
- iv. Total leave accumulated up to the previous calendar year is \_\_\_\_\_ days (name of unit Part II order No. \_\_\_\_\_ dated \_\_\_\_\_ refers). After the ibid encashment, balance of leave accumulated at credit is \_\_\_\_\_ days\*.

(\* - minimum 30 days should be available at the credit of the officer)

- v. The total leave encashed on availing LTC during the entire year of service till date is \_\_\_\_\_ days inclusive of \_\_\_\_\_ days being availed now.

**(Signature of Claimant)**

**(Countersignature of OC/CO)**