
LFC/LTC (Regulation 44 of BOI OSR)

- All confirm staff officers have 2 blocks consisting of 2 years (4 Year span).
- For one block, officer can either encash or avail for visiting anywhere in India.
- For another block i.e. for Hometown. One has to avail, there is no encashment for hometown.

So one has to actual visit the place of his hometown.

- There is no mandatory sequence of blocks.
- For Ex: DOJ of an officer is 01.01.2012, his/her span starts from the same date. So if he avails visiting anywhere in fi rst block (2012-14) & visiting hometown in second block (2014-16). Then this is not the permanent sequence.
- In next span, he can fi rst avail home town & then anywhere also.
- Encashment of LFC is Taxable
- Account No. to be debited
For Advance: [Sol Id] GENSUS 027
For Encashment: [Sol Id] PLSAL 001
For Reimbursement: [Sol Id] PLSAL004

- **Eligible amount of Encashment of LFC:**

Officers shall be entitled to receive an amount equivalent to the eligible fair for the class of travel of which the officer is entitled up to:

Distance of 5500 kms. (One way): Scale I, II & III,

Distance of 6500 kms. (One way): Scale IV & above

- **Entitlement for Encashment of Privilege Leave:**

An officer is permitted to encash PL with a maximum of 15 days in each block of 2 years or 30 days in one block of 4 years.

- **Leave Encashment:**

For the purpose of leave encashment all the emoluments payable for the month during which the availment of the LFC commences. Officer may be allowed the facility of encashment of LFC without availing leave.

- **Entitled Class for LTC:**

Mode and class by which the offi cer may avail LTC shall be the same as the offi cer is normally entitled to travel and transfer.

Note:

- i) In the case of promotee officer who has not availed of Leave Travel Concession as per his Clerical span, he may, if so desired, continue with the clerical span and

- immediately after the clerical span is over, become eligible for Leave Travel Concession under the Officers' Service Regulations.
- ii) Alternatively, he may surrender his clerical span and prefer to commence the fresh block of Leave Travel Concession from the date of promotion. Where a promotee officer opts to surrender his clerical span he shall give a declaration to that effect to the Bank.
 - iii) Where a promotee officer has already availed Leave Travel Concession under the clerical span, the new Rules will become applicable immediately after his clerical span is over.
 - iv) where both husband and wife are working in the Bank of India, both will be eligible for LTC facility as per their respective entitlement & can be availed independently.

• **LTC FACILITY FOR DROS ON PROBATION**

During the probation, LTC and Leave Encashment will not be allowed. In case the officer's span for availing LTC comes to an end during the probationary period, the same may be carried forward to the next year. However, under very special circumstances, for the following reasons and / or genuinely humanitarian grounds, leave sanctioning authority may allow LTC and / or concession: -

Marriage of the officers, Last rites/funeral of Parents, Brothers, Sisters, Spouse and Children, For Visiting ailing near relatives i.e Parents, Brothers, Sisters, Spouse and Children, Officer's own sickness.

- **Where Husband and Wife are working in Same Bank:** (HOB 117/288 dt 27.02.2024)

If Husband and wife are both employees of the bank, both of them will be eligible to avail LTC in a particular block of 4 years. Change in home town is allowed only once in service. Fare for travel by Rajdhani / Shatabdi Express will be reimbursed. But Rajdhani / Shatabdi fare will not be reckoned for entitlement purpose, If the journey is not undertaken by Rajdhani / Shatabdi Express. Clarified vide IBA letter HR&IR/MBR/OTR/0660 dated 04.12.2023

Definition of family (Ref. No. HO:HR:IR:1/407 dtd. 7/01/2020)

No.	Relation with Employee	Criteria
i)	Spouse	Dependent without any criteria.
ii)	Children (including step children and legally adopted children)	Unmarried and wholly dependent, i.e. earning below Rs. 18,000/- p.m., irrespective of age.
iii)	Daughters	Unmarried/ Widowed/ Divorced/Abandoned/ Separated from husband and wholly dependent, i.e. earning below Rs. 18,000/- p.m., irrespective of age.
iv)	Sisters	Physically or Mentally Challenged with 40% or more degree of disability / Unmarried / Widowed / Divorced / Abandoned / Separated from husband and wholly dependent, i.e. earning below Rs. 18,000/- p.m., irrespective of age.
v)	Brothers	Physically/ Mentally Challenged with 40% or more degree of disability and wholly dependent, i.e. earning below Rs.18,000/- p.m., irrespective of age.
vi)	Parents/ Parents-in-law	Individually or jointly earning below Rs. 18,000/- p.m. and ordinarily residing with the Staff employee.