

## LEAVE FARE CONCESSION/ENCASHMENT OF LEAVE

### 15.1 LEAVE FARE CONCESSION

#### 15.1.1 Eligibility (SETTLEMENT DTD. 31.03.1967)

The concession is available to

- a) Permanent full time employees including domestic servants provided they have completed at least 11 months active service. However part-time employees, whose working hours are less than 6 hours per week will not be eligible for this facility.
- b) Temporary employees who have completed at least 24 months active service :
  - i) either without any break; or
  - ii) with a break not exceeding 7 days at a time, the total period of break, however, not exceeding 21 days in a calendar year.
  - iii) Each employee, if he has not already done so, should furnish a written declaration of his domicile to the Bank.

#### 15.1.2 The concession may be permitted to the eligible employee when he proceeds on leave of any kind. There is no restriction as to the minimum number of days of leave to be taken for the purpose.

NOTE :

- i) At times an employee may request for availment of Leave Fare concession/encashment of leave while he is on sick leave. Such employee may avail sick leave for recuperation/convalescence following his illness and if he wishes to visit a hill station or any other suitable place. All such cases, should be considered on merits and on the advice of the attending Physician if necessary.
- ii) The claim for LFC may also be considered on merits when the employee has already been granted extraordinary leave for specified reasons.

#### 15.1.3 Physically handicapped employees

A companion may accompany physically handicapped employee who is appointed under such category and is eligible for payment of conveyance allowance in terms of the Government guidelines, provided he/she does not have any member of the family in respect of whom he/she can claim the Leave Fare Concession.

#### 15.1.4 Members of the Family in respect of whom the concession may be claimed

The employee may avail himself of the concession for self as well as family. In supersession of para 5 of the Bipartite Settlement dated 5th January 1987, for the purpose of medical facilities and leave fare concession, the expression family of an employee shall mean:

a. The employees spouse, wholly dependent unmarried children (including step children and legally adopted children) as also parents ordinarily residing with and wholly dependent on the employee.

b. The term wholly dependent children/parent shall mean such member of the family having a monthly income not exceeding Rs.2,550/- p.m.

If the income of one of the parents exceeds Rs.2,550/- p.m. or the aggregate income of both the parents exceeds Rs.2,550/- p.m. both the parents shall not be considered as wholly dependent on the employee.

c. A married female employee may include her natural parents or parents-in-law under the definition of family - but not both - provided that the parents/parents-in-law are ordinarily residing with and wholly dependent on her.

#### Clarifications

i) If an employee and his wife are employed in the Bank, although each will be entitled to leave fare concession in his/her own right, the family including the husband and wife taken together will not be eligible for leave fare concession more than once in the relative period of leave fare concession. Further, if both husband and wife avail themselves of the leave fare concession 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 leave fare concession in his/her own right, only one of them would be entitled to claim leave fare concession in respect of their dependent children but the wife will not be eligible for leave fare concession in respect of any other dependent except for her dependent parents.

ii) A male employee will be eligible to claim reimbursement under leave fare concession in respect of his wife and children, even if she is gainfully employed elsewhere.

iii) If husband and wife are working in different banks, each of them can avail of Home Travel/Leave Travel Concession separately for different journey. However, there should not be two payments by both the employers in respect of the same journey.

iv) The expression children wholly dependent will mean children who are not gainfully employed but will not include married daughters. Married son who is wholly dependent and not gainfully employed will fall under the definition of family for the above purposes, but daughter-in-law will not be covered under the definition of family.

v) In case where the more than one brother and/or unmarried sister are serving in the bank at different places and their parents are dependent on them only one employee (brother or unmarried sister) will be entitled to the benefit of leave fare concession in respect of his/her dependent parents.

vi) Age of a family member will not be a factor to decide his/her dependence on an employee, unless it is specifically provided.

vii) No expenses will be payable in respect of the servant.

(SETTLEMENT DTD. 15.9.1984)

#### **15.1.5 Commencement of journey by employee and family**

Leave Fare Concession may be availed of by the workmans family for travel without attendance of the workman on either journey provided the period between the date of commencement of journey and the return journey by the family and the date on which the employee himself commences his journey does not exceed four months. On expiry of such period of four months any leave fare concession not availed of by the employee himself (unless in the meantime his leave is refused by the Bank) or his family will lapse.

#### **15.1.6 Travel to different places by employee and his family (PER:IR:17:1987)**

The workman and/or members of his family may visit the same place or different places of their choice within the permissible distance.

#### **15.1.7 Family not residing at the employees place of work PER:IR:38:1991)**

The family of the employee although permitted to travel separately while availing of LFC facility are also required to commence their journey within the biennial/quadrennial period applicable to him/her.

- a) The dependent parents, shall ordinarily reside with the employee to be eligible for availment of LFC. An employee may, however, claim LFC in respect of dependent parents not ordinarily residing with him by giving a suitable declaration and satisfactory evidence of such dependence. (PER:IR:38:1991)
- b) Place of work will also include a place where an employee may be deputed for duty. This provision, will, however, apply for concession in respect of the employee only. (SC:187:1982)
- c) In case of an employee who may have to keep his children outside the place of posting for their education (because of lack of facilities) the expenses incurred on account of the children may be reimbursed in terms of his eligibility, from his place of posting to the designated places on leave fare concession or the actual amount spent by the children whichever is lower, subject to the usual terms and conditions. (SC:51:1982)

#### **15.1.8 Intervals at which the facility may be availed and permissible distance (e-circular CDO/P & HRD-IR/18/2005-06 Dated 07-07-2005).**

With effect from 2nd June 2005, leave fare concession payable will be the actual return railway fare or steamer fare incurred by the workman and members of his family subject to the following:

- a) For availment of leave fare concession under a 2 year block for visit to any place within India, the maximum permissible distance shall be 2250 km. for subordinate staff and 1750 km. for non-subordinate staff.
- b) For availment of leave fare concession under a 4 year block for visit to any place in India, the maximum permissible distance shall be 4500 km. for subordinate staff and 3500 km. For non-subordinate staff.

(Option should be given by all employees for (a) or (b) above on the format as per Annexure 15.1)

c) The restriction of maximum distance will not be applicable in cases where an employee avails of LFC for travel to his place of domicile on a biennial basis. (SC:187:1982)

d) Subordinate Staff : Place of Domicile in Nepal, Bhutan, Pakistan, etc.

In the case of subordinate employees, whose domicile is situated in Pakistan, Bhutan, Nepal the concession payable will be restricted to the fare from his place of work to the place on the Indian border nearest to his place of domicile, subject to the permissible distance.

It is clarified that expenses on travel to foreign land, if it falls in the circuitous route adopted by an employee to go to his home town or designated place, can be reimbursed to him within the framework of the provisions mentioned above, provided the employees designated place is anywhere in India and he actually visits the place so designated.

e) If leave fare concession is not availed of during any particular block, it should not ordinarily be carried forward. It is not desirable to extend the facility of carry-over of Leave Fare Concession to the Award staff beyond the biennial/quadrennial period as according to the extant instructions all the staff members are expected to advise their leave programmes in the month of January every year. Apart from this, a tendency will develop to apply for leave for availment of Leave Fare Concession at the time of expiry with a view of obtaining extension thereof. (ADM:16299 DTD. 26.4.1983)

f) Programming of leave fare concession (SC:33:1968)

At the beginning of each year, the Branch Manager should call for applications for leave from employees for availing leave fare concession so as to grant the leave in a phased manner before expiry of relative biennial/quadrennial period. This would obviate large scale absenteeism at any one time during the year.

### 15.1.9 Computation of leave fare concession block

- i) The biennial/quadrennial period for the purpose of Leave Fare Concession of an employee who was in service on 1.10.1979 will start from the expiry of the last biennial/triennial period (as indicated below) if he has not availed of the LFC. (SC:21:1980)
- ii) Where an employee has already availed of the LFC prior to 1.10.1979 the new biennial/quadrennial period will commence from the expiry of the current biennial/triennial period.

Illustration-1

Employee-X  
prior to 1.10.1979 Option : Triennial

Appointed on 07.01.1972 :	(i)	triennial period : not availed
06.01.1975		
07.01.1975 :	(ii)	triennial period : availed on 16.10.77

06.01.1978  
07.01.1978 : (iii) triennial period : availed on 17.09.79  
06.01.1981

The biennial/quadrennial period will start from 7.1.1981

#### Illustration-2

Employee-Y Option : Biennial

Appointed on 05.05.1974 :	Availed in November, 1975
04.05.1976	
05.05.1976 :	Availed in April 1978
04.05.1978	
05.05.1978 :	Not availed till 01.10.1980
04.05.1980	

The biennial/quadrennial period will start from 05.05.1978

- iii) Employees who joined the Bank on or after 1.10.1979, the biennial/quadrennial period shall commence from the date of their appointment.
- iv) Employees promoted to officers cadre :

The existing block of biennial/quadrennial period in Award staff cadre will continue even after promotion to Officers cadre.

### 15.1.10 Entitled class

In supersession of paragraph 10.3 of Bipartite Settlement dated 19th October 1966, paragraph X(2) of Bipartite Settlement dated 17th September 1984, Paragraph 2 of the Bipartite Settlement dated 28th November 1997 and in partial modification of Paragraph 23(v) of Bipartite Settlement dated 31st October 1979, the class of fare to which the workman and the members of his family would be entitled, shall be as follows :  
(e-circular CDO/P & HRD-IR/18/2005-06 Dated 07-07-2005).

#### **A Subordinate Staff :**

Sleeper class fare for the journey by mail/express train or third class fare by steamer (lowest cabin class )

#### **B Non-subordinate Staff :**

- i) First class fare for the journey by mail/express train. If the travel is by steamer , by the lowest cabin class or appropriate class equivalent to the fares payable by first class by train, whichever is higher.
- ii) Provided where the employee and/or members of his family travel actually by AC-II Tier class by mail/express train (including Rajdhani and Shatabdi Express trains), the employee will be reimbursed the actual AC-II tier class fare incurred for the admissible distance.

- iii) Provided further that where the employee and/or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or the AC-II Tier class fare by train by a direct route in case of travel to place of domicile or to the extent of the maximum admissible distance in case of travel to any other place for rest and recuperation, whichever is less.

#### **15.1.11 Reservation/berth charges**

In case of a journey by train if an employee incurs any reservation or sleeping berth charges, these will be reimbursed to him in addition to his other entitlements, and when break of journey is involved at a number of stations enroute, provided such breaks are inevitable and considered necessary. However, service charges paid to travel agents for reserving accommodation are not reimbursed by the Bank.

#### **15.1.12 Concessional facilities extended by Indian Airlines/Railways etc.**

Employees are permitted to avail themselves of concessionary facilities extended by Indian Airlines/Railways/State Transport in respect of their children while on leave fare concession. If an employee travels with his family beyond the designated place/place of domicile, reimbursement will be made in full in respect of his children provided the concessionary fares enjoyed by them do not exceed the normal fares they would have had to pay for travelling to the designated place. The employee will, however, have to bear the additional travelling expenses for himself and his wife as well as other members of his family (except his children).

In case of senior citizen dependents, the concessionary fare by entitled class/ mode of travel should be taken into account for the purpose of arriving at entitlement (CDO/IR/3128 dated 7.7.2003)

#### **15.1.13 Place of destination accessible by road only, partly by road/train/steamer etc.(PER:IR:3:1995-1996)**

Effective from 2<sup>nd</sup> June 2005, where an employee has to travel on duty/LFC between two places not connected or partly connected by rail or steamer, on duty/leave fare concession he shall be reimbursed actual road mileage costs or Rs.2.00 per km. whichever is less.

(EIGHTH BIPARTITE SETTLEMENT DATED 2.6.2005)

#### **15.1.14 Mode of travel**

(e-circular CDO/P & HRD-IR/18/2005-06 Dated 07-07-2005)

In supersession of Paragraph 6(v) of the Bipartite Settlement dated 16th July 1991 and in partial modification of Paragraph 19 of Bipartite Settlement dated 27th March 2000, an employee and/or members of his family, when availing leave fare concession may undertake travel by any mode of surface transport between places not connected by train or partly connected by train and the employee will be eligible to claim in respect of such journey his actual expenditure or the notional train fare by the entitled class for the distance so travelled, whichever is less, within his overall entitlement.

For the purpose of this sub-clause travel by any approved mode of surface transport would mean such travel undertaken through any public transport or transport (including taxi) operated by agencies/tour operators approved by appropriate Government authorities.

- a) Provided further that where the employee and/or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or the AC-II Tier class fare by train by a direct route in case of travel to place of domicile or to the extent of the maximum admissible distance in case of travel to any other place for rest and recuperation, whichever is less.
- b) Journey by bullock-cart/pony will be reimbursed at Rs. 1.50 per k.m. provided evidence is produced in respect of journey to the nearest railway, steamer, or bus link. (PER:IR:38:1991)
- c) Similarly Pithu charges (charges for carrying children etc., on the back of men) incurred by employees while availing this concession are paid provided such charges are within the permissible limits.
- d) When journeys are performed to be undertaken on Doli/Dandi in absence of other modes of transport like rail/steamer/bus service, the expenses incurred may be treated at par with journey by bullock cart/pony/camel/ferry boat. The expenses will be reimbursed subject to production of satisfactory evidence in respect of such journey to the nearest railway station/steamer halt/bus link with a maximum of Rs.1.50 per k.m. within the overall entitlement of the employee.
- e) An employee may travel by a higher or lower class by train and/or by air, than the class to which he is entitled to, cover a longer or shorter distance while availing himself of leave fare concession. In such cases, he will be eligible to claim actual expenditure provided it is less than or equivalent to the notional fare by his entitled class.
- f) Where an employee has to face difficulties in getting bookings by train by the shortest route while availing leave fare concession, reimbursement by a convenient route which is considered shortest in point of time though it may be little costlier than the shortest route in terms of distance, may be permitted.

#### **15.1.15 Conveyance charges (PER:IR:38:1991)**

Conveyance expenses within the prescribed rates (viz. Rs.2.00 per k.m.), from residence to nearest railway station/bus stand/docks and vice versa as also similar expenses at the place of destination shall be reimbursed under leave fare concession facility within the overall entitlement of the employee.

#### **15.1.16 Children below 5/12 years of age**

- a) Where children below the age of 5 years are charged bus fare, the Bank may reimburse an employee train fare for the journey of such children by the class to which he is entitled upto the permissible distance or actual bus fare incurred or road mileage @ Rs. 2.00 per k.m. whichever is less.

- b) Where the children below the age of 12 years are charged bus fares, the Bank may reimburse the employee full fares for the journey of such children by the class to which the employee is entitled upto the permissible distance or the actual bus fare incurred or road mileage @ Rs. 2.00 per k.m. whichever is less.

Clarification

The term full Train Fare in this context would be half the adult fare of the entitled class of the employee.

- c) If the place of destination is not accessible by train or steamer and such children undertake journey by air, the Bank may reimburse an employee train fare for the journey of such children by the class to which he is entitled upto the permissible distance or the actual air fare incurred or road mileage @ Rs. 2.00 per k.m. whichever is less.

#### **15.1.17. Travel by helicopter**

Where a workman employee travels by Helicopter Services between Jammu & Vaishno Devi, he may be reimbursed the eligible train fare for the actual distance between the two places.

#### **15.1.18 Travel by own car/scooter/motor cycle**

The journey may be performed by a non-subordinate staff in own car (non A/C). In such cases reimbursement will be made as if the journey had been performed by rail by the entitled class, i.e. first class fare upto 1750/3500 kms. as the case may be. A member of non-subordinate staff may perform the journey on his own scooter/motor cycle and he will be reimbursed the actual petrol and oil charges incurred by him within the permissible limits. Such reimbursement will not be allowed in respect of travel by a hired scooter/motor cycle. However, the employee should seek prior written permission from the Branch Manager for undertaking the journey by own car (non A/C.).

#### **15.1.19 Travel by taxi/hired car**

A member of clerical staff, may be permitted to undertake journeys in connection with leave fare concession by taxi/hired car (non A/C.), with prior approval of the Controlling Authority. For the limited purpose of permitting journeys by taxi or hired car while availing Leave Fare Concession facility, the term "Controlling Authority" may be taken to mean Branch Manager or Assistant General/Chief Manager (office administration) in case of administrative offices. In such a case, the actual expenses incurred may be reimbursed within the over all entitlement of the employee.

The car/taxi should be hired through a travel agency approved by the Bank for this purpose at a centre where an approved travel agency is operating. The journey may also be undertaken by a registered taxi, at a centre where no approved travel agency is operating, provided the rates charged are equal to/less than those charged by the approved travel agency. While submitting the travelling expenses bill, a copy of trip-sheet, duly signed by the taxi operator should be enclosed.

The sanctioning authority should satisfy himself, beyond doubt, that the concerned employee, had, in fact, travelled and incurred the expenditure as claimed in relative bill.



It should be ensured that prior permission to travel by hired car/taxi has been taken and bills scrutinised appropriately.

Where an employee undertakes journey with the prior approval by a car/taxi, it will be in order to pay the actuals within his overall entitlement i.e. 1st class fare upto 1750/3500 kms. as the case may be. Night halt charges for undertaking the journey by taxi are not payable to employees while availing leave fare concession even if it falls within the overall entitlement.

Members of subordinate staff are not permitted to travel by Taxi/hired car under leave fare concession.

#### **15.1.20 Direct and circular routes**

- i) An employee, while proceeding to his place of domicile will be paid the fare for a direct or regular route and not that for any circuitous route, where, however, more than one direct or regular route is available, the employee will have the option to travel by one of these routes and will be paid accordingly. While proceeding to a place other than that of his domicile, an employee may travel by any route at his option subject to the limit of distance and not necessarily by the most direct route.
- ii) As long as the place to be visited by the employee is any where in India and he actually visits the place, reimbursement in respect of expenses on travel, even to a foreign land, if it falls in a circuitous route, may be made, subject to the limits laid down above.
- iii) Subject to the total amount payable by the Bank not exceeding the cost the employee would have incurred in travelling by the entitled class upto the place of domicile or the permissible distance as the case may be and in case of travel by train/bus the break of journey being permitted only when the places of halt falls enroute, the employee will be eligible for the following facilities in connection with the availment of leave fare concession.
  - a) he may travel under season/zone/circular tickets issued by the railway authorities.
  - b) he may travel with a sight seeing tour arranged by travel agent/company for any distance. The reimbursement will be made exclusive of lodging/boarding expenses and only on production of satisfactory evidence.
  - c) local sight-seeing tours arranged after reaching the destination are not permissible even though the total cost does not exceed the permissible limit of expenditure.

#### **15.1.21 Short visits and central place**

Short visits to one or more places several times from a central point to cover the permissible distances are not permitted. However, if an employee visiting North/South/East/West is required for the sake of convenience, to have a central place where he has to return for proceeding to other centres, more than once, it will be in order to entertain the claim provided the cost payable by the Bank is restricted to the admissible cost by the permitted class of travel for the permissible distance.

#### **15.1.22 Place of domicile**

There is no provision to allow award staff employees to change their place of domicile, as notified to the Bank at the time of joining. Female employees may, however, be permitted to do so after marriage.

Where the husband and wife are both in the Banks service, the couple will need to be treated as single family unit and allowed to declare only one place to be their home town, which should be the same place for both of them. In making the declaration, it is open to them to choose the home town of the husband/wife or home town of the parents of the husband/wife or an entirely different place consistent with the norms.

## **15.1.23 Miscellaneous instructions (SETTLEMENT DTD. 31.3.1967)**

### **15.1.23.1 Proof submitted for single journey**

For the purpose of availing of leave fare concession the employee shall produce satisfactory evidence of actual expenditure incurred either by way of tickets or money receipts for both onward and return journeys giving full details. If he fails to do so, the claim for reimbursement for unauthenticated journey may be rejected. If cash/money receipts are produced either for the onward journey or for return journey only, it will be in order to allow the claim for the return/onward journey for which receipts are not produced, by the lowest class, if the reasons adduced for not rendering a cash receipt therefor are satisfactory.

### **15.1.23.2 Satisfactory evidence**

- (i) Till such time the Railway Board decides to issue money receipts, a signed certificate by the employee, furnishing the following particulars should be obtained :
  - a) Serial number of the ticket
  - b) Date of purchase
  - c) Date of journey
  - d) Issuing station
  - e) Amount
  - f) Destination
- (ii) Any other matter, which the Bank may require to consider reimbursement in such cases. The Bank may, at its discretion, ask the employee to give satisfactory evidence by showing the tickets/reservation tickets before/after the journey, where it is not necessary to surrender tickets at the destination.
- (iii) The Bill should contain a suitable explanation for non-production of the receipts etc. Submission of false bills is a fraud and in such cases, strict and prompt action should be taken in conformity with the Service Rules.
- (iv) Certificates as under, should be obtained in respect of leave fare concession extended to dependent parents :

"I certify that my parents for whom I have claimed reimbursement of travelling expenses as detailed above are dependent on me and that their present monthly income is Rs....."

"Certified that the fares claimed by me for dependent parents have not been claimed by my brother(s) and/or sister(s) working at other office(s)/branch(s) of the Bank.

As satisfactory evidence, the employees may also be required to show the tickets before commencement of the journey and submit the reservation tickets at the time of submission of bills.

#### **15.1.24 Grant of advance/submission of bills, etc.**

- a) The advance for the cost of fares for both onward and return journeys is payable to the employee on submitting an application form as per specimen (Annexure-15.2)
- b) The advance for purchase of rail tickets by workmen staff, may be granted two months prior to the date of journey subject to the following conditions.
  - i) The employee should produce evidence of having purchased the tickets within 7 days of availing the advance failing which the advance shall be recoverable with interest at 2% above SBAR.
  - ii) In case the advance on account of LFC, is not adjusted within one month from the date of reporting to the place of duty, the amount together with interest at a penal rate of 2% above SBAR from the date the advance was taken will be recovered from the salary of the employee concerned in a maximum of 3 instalments, depending on the amount involved. Relaxation in deserving cases for recovery of the interest may be made only with the permission of the undernoted authorities.

Staff working at Authority to waive recovery of interest

- a) Branches & Zonal Offices                      Dy. General Manager of the module
- b) Departments of Local Head                  General Manager concerned  
Office

The above action will be taken without any prejudice to the Banks right to initiate suitable disciplinary proceedings where wilful neglect in submitting the bills in time or wilful intention to misutilise the amounts far in excess of the actual requirements is observed.

- iii) An employee availing himself of the LFC will, if he/she so requests, be advanced any salary falling due during his/her leave period.
- c) Preventive vigilance (ADM:19306: DTD. 2.5.1980)
- i) It is observed that case of submission of fraudulent leave travel concession bills supported by false railway/taxi receipts are coming to light with steadily increasing frequency. It is relatively easy to obtain false taxi receipts and the sanctioning authorities had approved of such bills without verifying the genuineness of such receipts.

- ii) Sanctioning authorities should, therefore, exercise greater care while passing such bills. They should be alert particularly when they notice a large number of employees submitting similar bills/bills accompanied by receipts issued by the same travel agent or any other similar suspicious circumstances. In case of any doubt of the genuineness of such receipts, they must make thorough enquiries and, if necessary, refer to their controlling authority or seek the assistance of the Circle Vigilance Officer in doing so. Under no circumstances, should they part with the bills/receipts which are suspected to be false.
- iii) Submission of false bills is sometimes treated as a minor and routine misconduct and consequently the maximum punishment inflicted is the cancellation of one/two increments. A more lenient view also is being taken when cases come to light of a group of employees committing similar offences. Once a lenient view has been taken in such group cases, the same yardstick is applied in subsequent individual cases also. This has evidently led to a strong feeling among the employees that the maximum punishment that will be inflicted is the stoppage of one/two increments.
- iv) It is also observed that the amounts fraudulently received by the employees are not immediately recovered from them when the frauds come to light; in fact, the erring employees have been allowed to repay the money in instalments over a period of several months.
- iv) Further, there is absolutely no reason to show leniency in cases of frauds. The mistaken impression which might have gained currency that frauds of the nature referred to herein or embezzlements, etc. for small amounts are treated leniently by the Bank, as a matter of policy, would need to be corrected. We reiterate that there is no fixed or agreed scale of punishment like cancellation of one or two increments and in cases of frauds, cessation of service has to be the result, unless there are specific circumstances in a particular case to warrant a lenient view being taken.

#### **15.1.25 Part time employees**

All part time employees in the service of the bank as on 31.12.05, drawing scale wages and fixed wages have been converted into full scale of pay by 01.04.06, they will be governed by the same terms and conditions applicable for Leave fare facility to full time scale of wages staff in subordinate cadre.

#### **15.1.26 Leave fare concession : husband/wife employed in the Bank (PA:CIR:24: DTD. 24.5.1983)**

The procedure for obtention of a certificate from a lady employee to the effect that her husband had not himself availed of Home Travel Concession/ Leave Fare Concession from his employer has been examined.

It is clarified that if both husband and wife are working in different banks, each of them can avail of Home Travel/Leave Travel Concession separately for different journeys.

However, there should not be two payments by both the employers in respect of the same journey.

Where the husband and wife are both working in our bank, although each will be entitled to home travel concession/leave fare 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.

**15.1.27** A question is often raised that where direct bookings/bogies/trains are available between two places, whether the actual fare may be reimbursed, even if the route taken is not the shortest in view of the difficulties faced by the employee.

The matter has been examined and it has been decided that where an employee has to face difficulties in getting bookings by train by the shortest route while availing leave fare concession, reimbursement by a convenient route which is considered shortest in point of time though it may be little costlier than the shortest route in terms distance may be permitted.

**15.1.28** The expenditure incurred in visiting places enroute with deviations touching the same place more than once - could be permitted within overall entitlement. However, the headquarter or the designated place cannot be touched more than once because as soon as one reaches designated place/place of domicile/headquarter, the journey is terminated and cannot be revived.

**15.1.29 Noting in service record**

On each occasion, a member of the "Award Staff" avails himself of the concession, a suitable note is made in the employees service record as well as in his/her leave record.

**15.1.30 Sanctioning authority for passing LFC/HTC bills**

The bills of travelling expenses submitted by members of award staff who avail themselves of LFC will be sanctioned by the Branch Manager for employees working in Branches and by the Chief Manager (Office Administration)/Astt. General Manager for Zonal Office/Local Head Office employees respectively.

**15.1.31 ENCASHMENT OF LEAVE FARE CONCESSION FACILITY**

(e-circular CDO/P & HRD-IR/18/2005-06 Dated 07-07-2005).

By exercising an option anytime during a block of 2 years or 4 years, as the case may be, an employee can either undertake travel availing of leave fare concession and claim reimbursement upto his entitlement or to encash the facility for the concerned block. The option so exercised shall be irrevocable for the block concerned. On opting to encash the facility, he will be entitled to receive a lumpsum equivalent to 75% of notional train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class, subject to deduction of admissible tax at source. Leave Fare Concession for travel to place of domicile is not encashable. An employee opting to encash his LFC shall prefer the claim for himself and his family members only once during the block/term in which such encashment is availed of. The facility of encashment of privilege leave while availing of Leave Fare Concession is also available while encashing the facility of LFC.

Provided, however that an employee so encashing the facility of leave fare concession shall proceed on leave for a minimum period of 4 days.

## **15.2 ENCASHMENT OF PRIVILEGE LEAVE** (SETTLEMENT DTD. 31.10.1979 PER:IR:27:1990)

### **15.2.1 The undernoted facilities of encashment of leave are permitted to the members of the award staff.**

- a) Payment of salary to the legal heirs for the leave accrued to an employee at the time of his death, while in service.
- b) Encashment of accumulated privilege leave at the credit of an employee at the time of retirement, not exceeding 240 days.
- c) Encashment of privilege leave while proceeding on leave fare concession shall be permitted for availment of LFC under 2 year block - maximum 15 days either in each block or 30 days in one block. And for availment of LFC under 4 year block - maximum 30 days. (PER:IR38:1991)
- d) The facility of encashment of privileged leave while availing of Leave fare concession is also available while encashing the facility of LFC.

Note: Where an employee has resigned on or after 1.4.2001, after giving due notice, he may be paid a sum equivalent to the emoluments in respect of privilege leave to the extent of half of such leave to his credit on the date of cessation of service subject to the maximum of 120 days.

Note : Where an employee has resigned/resigns on or after 01.04.2001, after giving due notice, he may be paid a sum equivalent to the emoluments of leave to his credit on the date of cessation of service subject to the maximum of 120 days.

### **15.2.2** All part time employees in the service of the bank as on 31.12.05 ,drawing scale wages and fixed wages has been converted into full scale of pay on 01.04.06, they will be governed by the same terms and conditions applicable for encashment of Leave fare facility to full time scale of wages menial staff in subordinate cadre.

Temporary employees are not eligible for this facility.

### **15.2.3** A month will be treated as 30 days for the purpose of encashment. On no account, pro-rata leave for availing leave encashment should be sanctioned.

### **15.2.4** The span of 2/4 years for the purpose of leave encashment while availing of leave fare concession will be counted from 1.10.1979 or from the date of joining the service whichever is later.

### **15.2.5** An employee who is permitted to encash privilege leave should be paid the usual salary and allowances for the month in which he is availing leave fare concession. For this purpose, the special allowances drawn as locum tenens however, be excluded. If the employee is staying in the quarters provided by the Bank or lease accommodation, notional House Rent Allowance shall be taken into consideration for the purpose of leave encashment (Annexure 15.4).

**15.2.6** The amount earned by encashment of leave is not to be treated as "Salary/Wages" for the purpose of bonus.

**15.2.7** When the employees family members alone avail of leave fare concession while the employee is not availing it, the facility of leave encashment will not be available.

**15.2.8** If the husband and wife are employees of the Bank, it will be in order to permit the wife to encash leave once in a period of 2/4 years subject to the condition that she either accompanies her husband when he avails himself of leave fare concession on his own account or she herself avails of it on her own. This provision will apply to a married lady employee regardless of whether her husband is an officer or clerk in the Bank.

The facility of encashment of leave when husband accompanies his wife on LFC should also be extended to him as is being available to the female employee as mentioned above.

However, the female employee who have travelled along with her husband under his Leave Fare Concession entitlement from another organization cannot be deemed to have availed of her L.F.C. entitlement from the Bank and cannot be permitted to encash privilege leave. The position would be similar if the employees wife is working in other organization and he travels along with her under L.F.C. entitlement from that organization.

**15.2.9** In the case of death of an employee, the salary and allowance for the period of unavailed privilege leave of the employee is to be paid to his legal heirs. As this would involve production of the necessary legal claim, such as Succession Certificate, Letter of Administration or probate, resulting in considerable hardships to the family of the deceased employee, the stipulation may be relaxed, where legal complications are not foreseen and the salary and allowances of the deceased employee for the unavailed portion of privilege leave may be paid to the widow on the basis of an indemnity bond with two sureties acceptable to the Bank and each good for the amount involved. The discretion to waive production of legal representation in individual cases and accept indemnity bonds has been delegated to the respective controllers not below the rank of Asstt. General Manager.

	Place of posting	Authority
i)	Employees working at branches in a region	Respective Asstt. General Managers
ii)	Employees working at branches under the control of Dy. General Managers	Respective Dy. General Managers
iii)	Employees working at branches headed by the Dy. General Manager	Respective Dy. General Managers
iv)	Employees working in Zonal Offices	Respective Dy. General Managers
v)	Employees working in	Asstt. General Manager

Local Head Office/Central  
Office establishments

(Office Administration Dept.)  
at LHO/Central Office

**15.2.10** Encashment of leave, except at the time of retirement, should be treated as part of salary and income tax at the appropriate rate should be deducted at source whenever an employee encashes leave at his credit.

**15.2.11** The authorities empowered to sanction encashment of leave are detailed below .

FACILITY		AUTHORITY EMPOWERED TO SANCTION THE FACILITY	
a)	Payment of salary to the legal heirs of the employee accrued to an employee at the time of death	i)	Dy. General Manager for Main/Special Branches
		ii)	Asstt. Gen. Manager for branches under his control.
		iii)	Dy. General Manager for staff posted at Zonal Office and for special branches directly under his control.
		iv)	Astt. General Manager (Office Administration) for staff working in Local Head Office/Central Office
b)	Encashment of accumulated leave at the credit of an employee at the time of retirement		As per (a) above.
c)	Encashment of privilege leave upto a maximum limit of 30/15 days, while proceeding on leave fare concession, once in 4/2 years.		Branch Manager/Manager of a Division/Departmental Heads at Administrative Offices who are sanctioning authorities for leave/fare concession.

### **15.2.12 Ceiling for exemption of amount of leave salary**

Government of India vide their extraordinary gazette notification dated the 27th November, 1998, have revised the ceiling on tax exemption for cash equivalent of leave salary in respect of period of earned leave at the credit of the employees who retire, whether on superannuation or otherwise, after the 1st day of July, 1997 to Rs.2,40,000/-

## **15.3 RECORD OF LEAVE ENCASHMENT**

On each occasion an employee avails of LFC and leave encashment, a suitable note should be made in the employees service record as well as in his leave record.



## 15.4 Carry over of LFC/Leave Encashment (PER:IR:7851:DTD. 17.2.1987)

Carry over of LFC/Leave Encashment facility is not permissible to award staff employees. Therefore, leave for availing the facility should not be rejected under any circumstances.

### ANNEXURE-15.1

The Branch Manager/Asstt. General Manager,  
State Bank of India,  
.....

Name .....  
Designation.....  
Branch/Department.....

Date :

Dear Sir,

#### LEAVE FARE CONCESSION

This is to record that I shall avail myself of the leave fare concession once in two/four years\* on the terms and conditions agreed to between the All India State Bank of India Staff Federation and the Bank.

Yours faithfully,

(Signature)

\* Delete whichever is not applicable

## ANNEXURE-15.2

The Branch Manager/Asst. General Manager Date : .....

State Bank of India,

.....

(Submitted through.....)

### APPLICATION FOR GRANT OF ADVANCE FARE FOR LEAVE FARE CONCESSION

I have been granted leave for ..... days from ..... to as per your Memorandum No. .... of .....

I intend to visit ..... for rest and recuperation, which is my place of domicile and which is ..... kilometres from my place of duty. (N.B. In case of travel other than to the Place of domicile in India, payment is restricted to a journey of 1,750/3,500 kilometres in each direction)

I detail hereunder the names of my family members (i.e., wife, children and parents) who are wholly dependent on me and will accompany me to the abovementioned place. The actual cost of the fares is also detailed.

Name	Age	Relationship	Fare
-----			
-----			
-----			
-----			
-----			
-----			
-----			

On my return journey I shall be accompanied by the same members of my family, and in case of any change I shall advise the Bank.

I undertake to produce the tickets/cash receipts and to submit my bills for the concession, in terms of the rules in force, within 15 days of the resumption of my duties. In the event of my failure to submit the bill the amount of advance may be recovered from my salary and allowances.

I declare that the above information is correct.

Please make necessary arrangements for advance payment of the cost of fares.

The total amount of advance required Rs.....

Remarks if any.

Signature : .....

Service .....

Full Name : .....

Date when leave fare concession

Designation : .....

was last availed of..... Department :.....  
Branch : .....

I also certify that my parent(s) is/are wholly dependent on me and he/she/they has/have no independent source of income. Their income is not more than Rs. 2550/-

.....  
(Signature of Employee)

Shri/Smt./Kum..... has been granted  
..... days leave from ..... to ..... and his/her place of  
domicile is ..... He/She has not availed of  
leave fare concession during the current biennial/quadrennial period.

.....  
Branch Manager/Head of Department

#### Note of instructions for guidance of Staff availing of Leave Fare Concession

1. Please ensure that all columns in the forms are properly completed.
2. Employees should furnish details of family members (viz. wife, children, parents and brother/sister ordinarily residing with and wholly dependant on them) in respect of whom travelling expenses are claimed.
3. Female employees, while claiming benefits under this facility can include their husbands, even though the latter may be gainfully employed elsewhere, provided the husbands employers do not provide similar facility, even if it is less liberal. For this purpose the name of the husbands employers should always be indicated on the form.
4. In case of employees whose brother or brothers and/or unmarried sister(s) are employees of the Bank and are serving at different branches and whose parents are dependent on them, only one of the employees concerned will be entitled to the benefits of leave fare concession in respect of the dependant parents.
5. All claims should invariably be supported by Cash Receipts/Railway/Bus tickets. When receipts are not produced, the employees should give sufficient, and cogent reasons therefor. Claims without sufficient proof of journey are liable to be rejected.
6. In case of travel to the place of domicile the employees should travel by the direct or regular route and not by circuitous route. Where, however, more than one direct or regular route is available, the employee will have option to travel by any one of these routes and will be paid accordingly. While proceeding to a place (and Not number of places for sight-seeing and pilgrimage purposes), for rest and recuperation other than his/her place of domicile, an employee may travel by any route at his/her option subject to the limit of the distance and not necessarily by most direct route. In this connection please refer Staff Circular No. 170 of 1982.

7. Employee should submit his/her bill for leave fare concession within 15 days of resumption of his/her duties. In the event of his/her failure to submit the bill, the amount of advance, if any, will be recovered from his/her salary and allowances.

### **ANNEXURE-15.3**

#### STATE BANK OF INDIA LEAVE FARE CONCESSION BILL

1. Name : .....
2. Designation : .....
3. Department/Branch : .....
4. Date of joining & length of service : .....
5. Date when Leave Fare Concession was last availed of : .....
6. Period of leave (mention the dates) : .....
7. Place of (a) domicile & (b) nearest railhead : .....  
(a) ..... (b) .....
8. (a) Place visited and (b) distance in kilometres from place of work :  
(a) ..... (b) .....
9. The date and time of departure from the place of work  
Time .....Date .....
10. The date and time of arrival at the place visited  
Time .....Date .....
11. The date and time of departure from the place visited  
Time .....Date .....
12. The date and time of arrival at the place of work  
Time .....Date .....
13. Names, age and relationship of the members of my family who accompanied me to the abovementioned place

	Name	Age	Nature of Relationship
1.	.....		
2.	.....		
3.	.....		
4.	.....		
5.	.....		

Particulars of the Railways/Steamer/Bus tickets purchased for the onward and return journeys :

No. of From	To	Class of Travel	Tickets/ money receipt(s)	Date	Cost of each	No. of tickets ticket	Total Amount	Actual Fare Rs. P.
----------------	----	-----------------------	---------------------------------	------	-----------------	-----------------------------	-----------------	--------------------------

Total Rs.....

15. Amount of advance taken by me : on ..... Rs. ....

Difference of amount payable me/reimbursable to me .....

Certified that the particulars mentioned above are correct and the amount claimed was actually spent by me.

.....  
Signature of Employee

Also certified that the children and/or parents for whom the expenses have been claimed are wholly dependent on me and that my parents have no independent source of income\*/their income is not more than Rs. 2550/-.

Also certified that the fares claimed by me for my dependent parents have not been claimed by my brother(s) and/or sister(s) at other office(s)/branch(s) of the Bank.

.....  
Signature of Employee

Also certified that my husband, who is employed at ..... is not in receipt of any leave fare concession facility.

.....  
Signature of Employee

Certified that a suitable noting in respect of the employees claim for the leave fare concession has been made in his/her service record and leave record maintained at the Department/Branch and that he/she has not so far availed of leave fare concession during the current period. And also certified that the place visited by the employee is

his/her place of domicile as recorded in our books viz., (Name of the place).....

.....  
(Signature of the Branch Manager  
Head of the Department

## ANNEXURE-15.4

The Branch/Asstt. General Manager,  
State Bank of India, Office Administration,  
.....

Name :  
Designation :  
Branch/Department:  
Date : .....

Dear Sir,

### ENCASHMENT OF PRIVILEGE LEAVE

I shall be glad if you will please allow me to encash leave for one month/ .....  
days and sanction payment of salary and allowances for which I am eligible.

I have been granted ..... months and ..... days of leave with effect from  
..... with the facility of leave fare concession vide Local Head Office/Regional  
Office/Department/Branch letter No. .... of .....

My present monthly emoluments are as under :

Rs. P.

Substantive Salary	...
Acting Allowance (In the case of employees holding permanent posts)	...
House Rent Allowance	...
Dearness Allowance	...
City Compensatory Allowance	...
Adjusting Allowance	...
Personal Allowance	...
Other allowances (if any)	...
Total	...

Certified that the last encashment of leave for one month/.....days was availed of by  
me in the year .....

Yours faithfully,

( )

Recommended for sanction  
..... Branch/Department

Date :

(FOR OFFICIAL USE ONLY)

Privilege leave due as on 1.1.20 ..... months .....days. Ordinary leave for ..... month/ ..... days from ..... to ..... sanctioned.

Encashment of leave for one month/ ..... days sanctioned.

Branch Manager/Head of the Department

Calculation in order.

Entered in the Service Sheet

Entered by

Head of Department

Checked by

Sanctioned payment of Rs ..... (Rupees .....only) by debit to Branch Charges Account (Salaries and allowances). The amount should be classified under the appropriate heads in the analysis of Charges Account Register. Please deduct appropriate income tax.

Place :

Date :

Branch Manager/Head of the Department