



Special Provisions of LTC Fresh Recruit Employees

Ref: O.M. No. 31011/7/2013-Estt.(A-IV) Dated 26/09/2014

1. The LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of **completion of one year of regular service**.
2. Fresh recruits along with their families are allowed to travel to their **home town on first three occasions** and to **any place in India on the fourth occasion** in a block of four years.
3. This facility shall be available to the fresh recruits **only for the first two blocks of four years** applicable after joining the Government service for the first time.
4. **Carryover of LTC to the next year is not allowed** in case of a fresh recruit as he is already entitled to every year LTC.
5. After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year.

6. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year.
7. At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.
8. A fresh recruit who joins the Government service on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs.
8. A fresh recruit whose **Home Town and Headquarters are same, cannot avail LTC to Home Town**. He may avail LTC to any place in India on the fourth and eighth occasion only.

9. As per Rule 8 of CCS (LTC) Rules, 1988, **LTC to Home Town shall be admissible irrespective of the distance** between the Headquarters of the Govt. servant and his Home Town which implies that Headquarters and Home Town should be at different places.

Ref: O.M. No. 31011/3/2018-Estt.(A-IV) Dated 08/10/2020

10. Fresh Recruits are allowed conversion of **one of the three** Home Town LTCs in a block of four years to visit NER / A&N / J&K / Ladakh. They are also allowed **one additional conversion** of Home Town LTC to visit J&K / Ladakh in a block of four years. **(w.e.f.: 26/09/2020 to 25/09/2022)**

Example 1: When a fresh recruit joins in mid of a year.

Year of LTC	Type of LTC	LTC Occasion
01/09/2008 – 31/08/2009	Nil	---
01/09/2009 – 31/12/2009	Home Town	1 st
01/01/2010 – 31/12/2010	Home Town	2 nd
01/01/2011 – 31/12/2011	Home Town	3 rd
01/01/2012 – 31/12/2012	Any Place in India	4 th
01/01/2013 – 31/12/2013	Home Town	5 th
01/01/2014 – 31/12/2014	Home Town	6 th
01/01/2015 – 31/12/2015	Home Town	7 th
01/01/2016 – 31/12/2016	Any Place in India	8 th
01/01/2017 – 31/12/2017	Nil	---
01/01/2018 – 31/12/2021	New LTC Block	

Running LTC Block

First Block of 4 Years

Second Block of 4 Years

Example 2: When a fresh recruit joins on 1st January.

Year of LTC	Type of LTC	LTC Occasion
01/01/2009 – 31/12/2009	Nil	---
01/01/2010 – 31/12/2010	Home Town	1 st
01/01/2011 – 31/12/2011	Home Town	2 nd
01/01/2012 – 31/12/2012	Home Town	3 rd
01/01/2013 – 31/12/2013	Any Place in India	4 th
01/01/2014 – 31/12/2014	Home Town	5 th
01/01/2015 – 31/12/2015	Home Town	6 th
01/01/2016 – 31/12/2016	Home Town	7 th
01/01/2017 – 31/12/2017	Any Place in India	8 th
01/01/2018 – 31/12/2021	New LTC Block	

Running LTC Block {

First Block of 4 Years

Second Block of 4 Years

Example 3: When a fresh recruit joins on 31 December.

Year of LTC	Type of LTC	LTC Occasion
31/12/2011 – 30/12/2012	Nil	---
31/12/2012	Home Town	1 st
01/01/2013 – 31/12/2013	Home Town	2 nd
01/01/2014 – 31/12/2014	Home Town	3 rd
01/01/2015 – 31/12/2015	Any Place in India	4 th
01/01/2016 – 31/12/2016	Home Town	5 th
01/01/2017 – 31/12/2017	Home Town	6 th
01/01/2018 – 31/12/2018	Home Town	7 th
01/01/2019 – 31/12/2019	Any Place in India	8 th
01/01/2020 – 31/12/2021	Home Town	---
01/01/2022 – 31/12/2025	New LTC Block	

Running LTC Block {

First Block of 4 Years {

Second Block of 4 Years {

After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2020-21) of the running four year block (2018-21), he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year.

In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).