

LEAVE FARE CONCESSION

In partial modification of Clause 23 (d) of the Memorandum of Settlement dated 31st October, 1979 encashment of privilege leave while proceeding on leave fare concession shall be permitted as under

(a) For avilment of LFC under 2 year block maximum 15 days either in each block or 30 days in one block.

(b) For avilment of LFC under 4 year block maximum 30 days.

(Para 6(iii) of BPS dated 16-07-1991)

In supersession of Paragraph 6 (i) of Bipartite Settlement dated 16th July, 1991 and Paragraph 2(ii) of Bipartite Settlement dated 28th November, 1997, w.e.f. the date of this Settlement, 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 avilment 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 avilment 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.

(ii) 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 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:

Subordinate staff Sleeper class fare for the journey by mail /express train.

Non-subordinate staff: First class fare for the journey by mail/express train.

Provided where the employees 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.

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.

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 traveled, 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 (including Taxi) operated by agencies / tour operators approved by appropriate Government authorities.

(iii) 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 up to 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 lump sum 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 is LTC 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.

(Para 19 of BPS dated 02.06.2005)

Workmen employees are entitled to avail of leave fare concession in a two year block or four year block, as the case may be, according to the option exercised by them earlier. In view of certain modifications/improvements made to the provisions relating to leave fare concession, employees may be given another opportunity to exercise their option for two year/four year block, on expiry of the current operative block of four years.

(IBA CIR No. PD/76/90/2005-06/534 dated 07-06-2005)

In supersession of paragraph 6.94 of the Desai Award. 'A' and 'B' Class Banks will give to full time permanent workmen employed by them leave Fare Concession, provided they have completed at least 11 months' active service. (Para 10.1 of BPS dated 19-10-1966)

Actual return railway fare and steamer fare incurred by the workman for himself and members of his family (as defined in clause below) for:-

(a) travel from the place of work to the place of his domicile if situated within India (provided, however, that in the case of those subordinate workmen on the watch and ward staff, whose domicile is situated in Pakistan, Bhutan, Sikkim or Nepal, the Leave Fare Concession payable will be the actual return railway fare or steamer fare from his place of work to the place on the Indian borders nearest to his place of domicile)

(b) Travel for rest and recuperation from the place of work to any place in India situated at not more than the under mentioned distances.

(Para 10.2 of BPS dated 19.10.1966)

Each workman shall, if he has not already done so, furnish to the Bank a written declaration of his place of domicile.

(Para 10.4 of BPS dated 19.10.1966)

Reservation Charges: If a Workman incurs, in case of a journey by train, any reservation or sleeping berth charges, these will be reimbursed to him in addition to his other entitlements under Leave Fare Concession.

(Para 10.5 of BPS dated 19-10-1966)

Leave Fare Concession may be availed of by the workman's family for travel prior to or after the date on which the workman himself avails of the Leave Fare Concession; provided that, the period between the date of commencement of the journey by the family and the date on which the workman himself commences his journey does not exceed four months. On expiry of such period of four months and Leave Fare Concession not availed of by the workman for himself (unless in the meantime his leave is refused by the bank) or his family, will lapse.

(Para 10.8 of BPS dated 19.10.1966)

Reverse journey by dependents: A Workman may claim leave fare concession for members of his family (if they do not ordinarily reside with him at the place of work) for travel from his place of domicile to the place of work and return with the workman and vice-versa.

(Para 10.9 of BPS dated 19.10.1966)

Evidence of Travel: For the purpose of availment of Leave Fare Concession the workman shall produce satisfactory evidence of the actual expenditure incurring either by way of tickets or money receipts giving full details.

(Para 10.10 of BPS dated 19-10-1966)

The fare permissible under Leave Fare Concession will be advanced to the workman on the following conditions:-

i) In the case of outward journey on his undertaking to produce tickets before the commencement of the journey or within 7 days from the date of advance, whichever is earlier. On such evidence being produced the fare for the return journey will also be advanced subject to the condition that evidence of the return journey shall be produced to the Bank within 7 days of the resumption of duties by the workman.

ii) In case members of the workman's family avail of the Leave Fare Concession before or after he himself avails of the concession, the appropriate outward fares will be advanced against his undertaking to produce evidence of travel within 30 days from the date of the advance. The return fare will also be advanced subject to the condition that evidence of the return journey is produced to the bank not later than 30 days from the date of the advance.

(Para 10.11 of BPS dated 19-10-1966)

A workman availing of the Leave Fare Concession will, if he so requests, be advanced any salary falling due during his leave period.

(Para 10.12 of BPS dated 19-10-1966)

Husband & Wife employed in same bank: If a workman and his wife are employed in the same bank, although each will be entitled to Leave Fare Concession in his/her own right, the 'family' including the husband and wife taken together shall not be eligible for Leave Fare Concession more than once in a block period.

(Para 10.13 (iii) of BPS dated 19-10-1966)

Travel between Goa, Cochin & Mumbai: Provided further that workmen traveling between Goa, Cochin and Mumbai may travel by rail or road at their option, even if sea route is available, in which case he will be paid at the appropriate rate.

(Para IV (iv) of BPS dated 08.11.1973)

Travel by Lower Class: A member of the non-subordinate staff and/or his family when availing of the Leave Fare Concession laid down under 10.2(b) as modified herein, may travel beyond the maximum permissible distance laid down therein by a class lower than that to which he is entitled, in which case he will be paid the actual fare incurred including reservation and sleeping berth charges, if any (irrespective of the number of stages in which the journey is undertaken) or the first class fare for the distance permissible under Clause 10.2(b) as modified herein, whichever is less.

(Para IV (v) of BPS dated 08.11.1973)

It is hereby clarified that an employee claiming reimbursement under Leave Fare Concession shall produce money receipts as evidence and if the money receipts are not available, any other satisfactory evidence to travel along with a suitable explanation for the non-production of money receipts.

(Para 5 of BPS dated 31-10-1979)

For the purpose of leave fare concession, the condition of 15 days leave will not be applicable and it is clarified that the concession will be permitted to the eligible employees even when they proceed on leave of any kind.

(Para 6(a) of BPS dated 08-11-1983)

It is clarified that where the children below the age of 12 years are charged bus fares, the bank may reimburse to the employee full train fares for the journey of such children by the class to which the employee is entitled up to the permissible distance or the actual bus fare incurred or road mileage @ Rs. 1.20 per km. whichever is less. (Now @ Rs. 2/- per km., as per Para 30 of BPS dated 02.06.2005)

(Para 6 (b) of BPS dated 08.09.1983)

(i) An employee shall be permitted to avail of Leave fare concession only once in every two years to his place of domicile.

(ii) An employee shall be given an option to avail of the LFC once in every 2 years or 4 years.

(Para 8 (i) of BPS dated 05.01.1987)

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

(Para 8 (iv) of BPS dated 05.01.1987)

It is clarified that encashment of privilege leave up to a maximum limit of one month, while proceeding on Leave Fare Concession once in four years is a traveling concession intended to augment cost of Leave Fare Concession otherwise payable.

(Para 8 (v) of BPS dated 05.01.1987)

Permanent part-time employees drawing scale wages shall be eligible for leave fare concession and leave encashment on pro-rata basis with effect from 01-04-1989.

(Para 18.2(d) of BPS dated 10-04-1989)

The block for leave Fare Concession should begin from 01-11-1987 or date of joining the service whichever is later. The concept pro rata should apply with reference to the scale wages at the time of availment. Leave Fare Concession on Pro rata basis to permanent part-time employee drawing scale wages would mean prorata distance and not pro rata period of time. Leave encashment for part-

time employee in scale wages will be the same as the wages drawn by him, i.e. 1/3, 1/2 or 3/4 of the full pay and allowances for the period the leave is encashed as the case may be.

(IBA CIR NO: PD/CIR/76/90/937 dated 16 08-1989)

Travel in 1st Class by sub-staff: From 1st July 1990 a member of subordinate staff may travel by First Class Rail, while availing of the Leave Fare Concession; reimbursement for the same, however, shall be restricted to the overall entitlement calculated on the basis of second class fare for the eligible distance.

(Para 6 of BPS dated 29.06.1990)

Travel by dependents: Leave Fare Concession may be availed of by the workman's family for travel without the attendance of workman. The workman and/or members of his family may visit the same place or different places of their choice within the permissible distance.

(Para 8 (iii) of BPS dated 05.01.1987) (Refer: IBA Cir No. PD/CIR/76/90/187/27-04-1991)

Conveyance expenses within the prescribed rates, from residence to nearest railway station/bus stand/airport/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.

(Para 6 (vi) of BPS dated 16.07.1991)

In terms of Clause 5(A) (i) of the Memorandum of Settlement dated 5th January, respect of such journey his actual expenditure or the notional train fare by the entitled class for the distance so traveled, 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 by appropriate Government authorities.

(Para 6 (vii) of BPS dated 16.07.1991)

It is clarified that the dependent parents, inter alia, 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 the employee by giving a suitable declaration and satisfactory evidence of such dependency.

(Para 6 (vii) of BPS dated 16.07.1991)

The Leave Fare Concession may be availed of by the workman's family for travel without attendance of workman on either journey, provided that the period between the date of commencement of the journey and that of return journey shall not exceed four months. The entitlement of the workman to avail of Leave Fare Concession in such event of independent journey by the family shall continue to operate.

(Para 6 (c) of BPS dated 08.09.1993)

Definition of Family and dependents: a. In supersession of Para 5 of the Bipartite Settlement dated 5th January, 1987, for the purpose of medical facilities and the purpose of leave fare concession, the expression 'family' of an employee shall mean the employee's 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 child/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.

(Para 18 of BPS dated 02-06-2005)