

ALLAHABAD BANK  
Personnel Administration Department  
Head Office: 2, Netaji Subhas Road, Kolkata-700001

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Instruction Circular Letter No. 12290/ PA /2012-13/49

Date: 01.02.2013

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**To All Branches & Offices.**

**C I R C U L A R**

Encashment of Leave Fare Concession

In terms of Bipartite Settlement and Joint Note dated 27-04-2010, Award Staff and Officers of the Bank can either undertake travel availing leave fare concession and claim reimbursement upto their entitlement or encash the facility for the concerned block. On opting to encash the facility, the concerned Award Staff/Officer will be entitled to receive a lumpsum equivalent to 75% of notional train fare for the admissible distance (depending on a 2 year block or 4 year block for award staff) by the entitled class, subject to deduction of admissible tax at source.

The Railways are charging two types of fare -- one for peak season (other than February, March and August) which is higher than the lean season fare.

In this regard IBA has advised that for encashment of LFC, Banks may consider the applicable railway fare during the month of encashment.

All concerned are advised to be guided accordingly.

(V.S. Krishna Kumar)  
General Manager (HR)



The remaining provisions as in Sub-regulations (2) & (3) of Regulation 41 of Officers' Service Regulations shall remain unchanged.

Note: Entitlement by Steamer – Delux Cabin

**(vi) Leave Travel Concession (w.e.f. 1.6. 2015)**

- (a) During each block of 4 years, an officer shall be eligible for leave travel concession for travel to his place of domicile once in each block of two years. Alternatively, he may travel in one block of two years to his place of domicile and in another block of two years to any place in India by the shortest route.
- (b) Alternatively, an officer, by exercising an option anytime during a 4 year block or two year block, as the case may be, surrender and encash his LTC (other than travel to place of domicile) upon which he shall be entitled to receive an amount equivalent to the eligible fare for the class of travel by train to which he is entitled up to a distance of 4500 kms. (one way) for officers in JMG-Scale-I and MMG – Scale II & III and 5500 kms. (one way) for officers in SMG- Scale IV & above.
- (c) An officer opting to encash his LTC shall prefer the claim for himself / herself and his / her 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 LTC.
- (d) The mode and class by which an officer may avail of Leave Travel Concession shall be the same as the officer is normally entitled to travel on transfer and other terms and conditions subject to which the Leave Travel Concession may be availed of by an officer, shall be as decided by the Board from time-to-time. Provided that w.e.f. 1<sup>st</sup> May 2010 an officer in Junior Management Grade Scale I while availing LTC will be entitled to travel by air in the lowest fare economy class in which case the

reimbursement will be the actual fare or the fare applicable to AC 1<sup>st</sup> Class fare by train for the distance traveled whichever is less. The same rules shall apply when an officer in Middle Management Grade Scale II and Middle Management Grade Scale III while availing LTC where the distance is less than 1000 kms.

**(vii) Definition of Family:**

For the purpose of medical facilities and for the purpose of leave fare concession, the expression 'family' of an employee shall mean -

- a) the employee's spouse, wholly dependent unmarried children (including step children and legally adopted children) wholly dependent physically and mentally challenged brother/ sister with 40% or more disability, widowed daughters and dependent divorced/ separated daughters, sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters as also parents wholly dependent on the employee.
- b) The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding ₹10,000/- p.m. If the income of one of the parents exceeds ₹10,000/- p.m. or the aggregate income of both the parents exceeds ₹10,000/- p.m., both the parents shall not be considered as wholly dependent on the officer 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 wholly dependent on her.

**Note:** For the purpose of medical expenses reimbursement scheme, for all employees, any two of the dependent parents/ parents-in-law shall be covered.

**15) Project Area Allowance**

On and from 1<sup>st</sup> November 2012, Project Area Compensatory Allowance shall be payable at the following rates:

Project Areas falling in Group A – ₹400/- p.m.

Project Areas falling in Group B – ₹350/- p.m.

**16) Mid Academic Year Transfer Allowance**

On and from 1<sup>st</sup> June 2015, Mid Academic Year Transfer Allowance shall be payable at ₹ 1100/- p.m. subject to other conditions.

**17) Split Duty Allowance**

On and from 1<sup>st</sup> November 2012, Split Duty Allowance shall be payable at ₹ 200/- p.m.

**18) Compensation on Transfer (w.e.f. 1.6.2015)**

An officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packaging, local transportation, insuring the baggage etc.

<b>Grade/Scale of Officer</b>	<b>(₹ )</b>
Officers in Scale IV and above	20,000/-
Officers in Scale I, II and III	15,000/-

**19) Maternity Leave (w.e.f. 25.5.2015)**

- (a) Maternity leave, which shall be on substantive pay, shall be granted to a female officer for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.
- (b) Within the overall period of 12 months, leave may also be granted in case of miscarriage/abortion/MTP.
- (c) Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 60 days.
- (d) Leave may also be granted once during service to a childless female officer for legally adopting a child who is below one year of age for a maximum period of six months subject to the following terms and conditions: -
  - (i) Leave will be granted for adoption of only one child.
  - (ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed to the Bank for sanctioning such leave.



**ALLAHABAD BANK**

**Personnel Administration Department**

**Head Office: 2, Netaji Subhas Road, Kolkata-700001**

Instruction Circular No.16278/PA/2018-19/88

Date : 08.02.2019

**To All Offices and Branches**

**CIRCULAR**

**Rules and Guidelines**

**Leave Fare Concession (LFC)/ Leave Travel Concession (LTC)**

Leave Fare Concession (LFC)/ Leave Travel Concession (LTC) facility is extended to the employees in terms of Bipartite Settlement & Allahabad Bank Officers' Service Regulations, 1979 and its subsequent amendments, latest being Bipartite Settlement and Joint Note dated 25-05-2015 signed by the Management of Banks and representatives of various organizations duly approved by the Board of the Bank as also on the basis of various guidelines/clarifications received from Indian Banks' Association from time to time.

Now, the Department of Financial Service, Ministry of Finance, Govt. of India has reiterated to adhere to the following stipulations during availment of LFC/LTC facility :-

- i) Travel to foreign destinations, including travel via foreign destinations not to be allowed.
- ii) Reimbursement of fare to be made on actual expenditure which in turn not beyond the entitled class of travel.
- iii) In case the officer travels in a class lower than his entitled class, then his entitlement to be limited to the class of travel. If part of the journey is through a lower class then the entitlement to be proportionately reduced.
- iv) Reimbursement of "Easy fare/Check fare" to be made and not full fare while availing LFC by officers.

All concerned are advised to follow the above instructions meticulously.

Hindi version of the Circular follows.

(S K Suri)  
General Manager (HR)