

**EXTENSION OF LTC/HTC BLOCK PERIOD, LEAVE ENCASHMENT AND ADVANCE UNDER LTC/HTC UPTO DECEMBER, 2021**

In view of the ongoing Covid-19 pandemic, the above provisions / facilities have been reviewed and the following modifications have been brought in with approval of appropriate authority.

- a. All LTC/ HTC block periods ending during March 2020 to December 2021, whether it is original block or extended block or availing of LTC/HTC by self / family members separately where one leg has been completed and second leg is yet to start within stipulated time, for serving as well as retired employees, will be automatically extended up to 31<sup>st</sup> December, 2021;
- b. The employee who does not want to proceed to LTC due to current COVID situation, may be permitted to encash LTC as an option for availing the facility. In case employee opts for encashment of LTC, where earlier advance against such LTC has been availed by the employee, the entire amount of such advance shall be recovered immediately, even if it is not refunded by the airline / travel agent;
- c. Recovery of entire amount of advance with Clean OD rate of interest will be made from the employees who were granted an advance for the purpose of LTC/HTC but have not availed the facility within a period of 24 months from the date of original advance granted. However, the controllers must ensure that the advance so granted has been utilized for the stated purpose only and documentary evidence viz; - Credit Note, Tickets / Reservation slip etc. to be produced for continuation of advance. For all other cases, existing provisions of the scheme must be meticulously followed.

2. All other instructions in this regard will continue to remain unchanged.

**POLICY & PENSIONERS' MANAGEMENT DEPARTMENT  
CORPORATE CENTRE, MUMBI  
DATE: 04.09.2021**