

No. 13/19/2008-2SII  
Government of Haryana  
Chief Secretary's office  
Personnel Department

Chandigarh, Dated 21st April, 2010

To

1. All the Administrative Secretaries to the Government of Haryana.
2. Registrar, the High Court of Punjab & Haryana.
3. Accountant General (A&E/ Audit), Haryana, Chandigarh
4. All the Divisional Commissioners in Haryana.
5. All the Heads of Departments in Haryana.
6. All the Deputy Commissioners in Haryana.
7. All the Sub Divisional Officers (Civil) in Haryana.

Subject: New scheme regulating Leave Travel Concession (LTC) for visiting Home Town and any place in India for the State Government Employees.

Sir,

I am directed to invite a reference to the Haryana Government letter No. 13/19/2008-2SII, dated 5.2.2009 and 18.5.2009 on the subject noted above and to clarify some points relating to new scheme of leave travel concession for visiting home town and any place in India for the State Government employees, as under:-

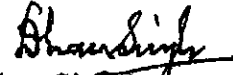
1.	Whether sanction of one month's salary in lieu of leave travel concession to the IAS and HCS officers should be issued by the office of Chief Secretary to Government, Haryana	1.	The query is answered in affirmative. For other cases, the Head of the Department will be competent to sanction one month's salary in case of Government employees posted at the headquarter and Head of Office at district level in case of employees posted in the district. However, payment of one month's salary to the employee will be made by the concerned Drawing & Disbursing Officer.
2.	Whether Government employees appointed on adhoc basis, daily wages and work charged are entitled to one month's salary in lieu of leave travel concession.	2.	The query is answered in negative.
3.	Whether a Government employee appointed on contract basis is entitled to one month's salary in lieu of leave travel concession.	3.	After one year, if contract is for more than four years. The block of 4 years will be reckoned from the actual date of joining the post under the State Government. The Head of the Department will be competent to sanction one month's salary.
4.	Whether a Government employee appointed on re-employment is entitled to one month's salary in lieu of leave travel concession.	4.	The query is answered in affirmative A re-employed officer/official can also claim for one month's salary provided the official has completed one year's continuous service after re-employment. After one year and if the re-employment is for four years and more. The Head of the Department will be competent to sanction one month's salary.

5.	Whether one month's salary in lieu of leave travel concession is admissible during the period of suspension	5.	A Government employee who is under suspension is entitled to get one month's subsistence allowance drawn by him for the month in which the claim is preferred in lieu of leave travel concession with the condition that no arrears on this account shall be admissible.
6.	Whether block year of leave travel concession will be extended for one year automatically as per provision of old policy of leave travel concession.	6.	This query is answered in negative.
7.	Whether there is any requirement of minimum service of the Government employee for one month's salary in lieu of leave travel concession.	7.	One month's salary in lieu of leave travel concession is admissible only to those who have completed one year of regular continuous service and it would not be admissible before completion of one year of service on regular basis.

2. These instructions should be brought to the notice of all concerned for strict compliance.

3. This issues with the concurrence of Finance Department conveyed vide their U.O. No. 5/17/2009-4FR, dated 6/7-4-2010.

Yours faithfully,



(Dhan Singh)

Deputy Secretary to Government, Haryana.

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