

OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA

ORDER

No. KW 12/01-2019 Ad (3)

Dated, Panchkula, the 12/04/2023

A letter No. 13/19/2008-1HR-1 dated 14.02.2023 has been received from Chief Secretary to Govt. Haryana, Human Resources Department regarding New Scheme regulating Leave Travel Concession (LTC) for visiting Home Town and any place in India for the State Government is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra Univesity, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonepat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonepat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

Ryada
Superintendent Administration
for Director Higher Education,
Haryana, Panchkula.

Endst. No. Even

Dated, Panchkula the 12/04/2023

A copy is forwarded to the following for information and necessary action:-

1. PS/DHE, PA/JDA.
2. Registrar Education.
3. Superintendents/Deputy Superintendent of HQ.
4. Incharge IT Cell please upload on web portal.

Ryada
Superintendent Administration
for Director Higher Education,
Haryana, Panchkula.

No. 13/19/2008-1HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

Dated, Chandigarh the 14th February , 2023

To

1. All the Administrative Secretaries to Government Haryana.
2. Registrar, the High Court of Punjab & Haryana.
3. Accountant General (A&E/Audit), Haryana, Chandigarh.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Heads of Department.
6. All the Managing Directors/ Chief Administrators of all the Boards/ Corporations, in Haryana State.
7. All the Deputy Commissioners of the State of Haryana.
8. 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.

Sir/Madam,

I am directed to invite your kind attention towards para 03 of Government instructions No. 13/19/2008-2SII dated 21.04.2010 on the subject cited above and to further clarify the said point. as under:-

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 the contract has been extended for more than four years on year to year basis, the block of four years will be reckoned from the actual date of joining the post under State Government Institutions or Boards/Corporations/Authorities/Cooperative Institutions, etc. The Head of Department will be competent to sanction the amount equivalent to one month's salary.
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2. These instructions shall be applicable from the date of issuance of these instructions.
3. This issues with the concurrence of Finance Department conveyed vide their U.O.No. 05/17/2019-4FR/27213, dated 19.01.2023
4. These instructions may be brought to the notice of all concerned for strict compliance.

Tilak Ray
Superintendent, Human Resources-I
for Chief Secretary to Government Haryana

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:-

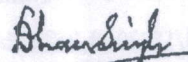
1.	Whether sanction of one month's salary in lieu of leave travel concession to the IAS and HCS officers should be issued by the office of Chief Secretary to Government, Haryana	1.	The query is answered in affirmative. For other cases, the Head of the Department will be competent to sanction one month's 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.

☎ 0172-2740743