

No. 13/19/2008-2SII

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh the 18th May, 2009.

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 on the subject noted above and to say that certain clarifications have been sought regarding the meaning of salary, admissibility of the scheme to both wife and husband (if both of them are serving) etc. In this regard, it is clarified that:

- (i) In lieu of the part of expenditure shared by the Government on LTC facility availed by the eligible employee so far, now onwards he/she shall be entitled to draw the 'entitled amount' as lump sum assistance once in the block of four years as declared by the Government of Haryana as the block regulating the LTC or, as the case may be, once in a block of four years as applicable on the claimant;

Provided that the employees, who have availed the benefit of LTC in the current block under the pre-existing scheme, shall not be entitled to the benefit of this scheme for the balance period of the current block.

Note: The current block as declared by the Government of Haryana happens to be 2008-2011 (1.1.2008 to 31.12.2011) and the subsequent blocks shall be 2012-2015; 2016-2019; 2020-2023; and so on.

- (ii) The entitled amount as on the date of its withdrawal and disbursement shall, with reference to the said eligible employee, be quantified in the following manner:

"When the concerned employee is drawing his emoluments in the 'revised pay structure' under Haryana Civil Services (Revised Pay) Rules, 2008 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 2008 – [an amount equal to 'the pay in the pay band + the applicable Grade Pay + admissible Dearness

Allowance (D.A.) thereupon'] and when the concerned employee is drawing his emoluments in the 'pre-revised pay structure' under Haryana Civil Services (Revised Pay) Rules, 1998 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 1998 or when the employee is yet to be brought over to the revised pay structure - [an amount equal to 'the basic pay + the dearness pay, if any, in the respective pre-revised scale of pay + admissible Dearness Allowance (D.A.) thereupon']".

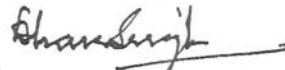
- (iii) LTC being a family allowance, when both the spouses are working in organisations offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of LTC. Accordingly before the claim to draw the 'entitled amount' in terms of this instruction is made, the concerned government servant, claiming the benefit under the scheme, shall submit an undertaking that his/her entitled family members, including the spouse, when in service of Government of Haryana, shall not avail the benefit promised by the scheme separately or when in employment under the Central Government or any other State Government or under any other organisation/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by the spouse of the concerned government employee. Alternatively, the concerned government servant shall submit an undertaking that the provisions of this para is not attracted in his/her case as none of his/her entitled family members, including the spouse, is either in service of Government of Haryana or in service under the Central Government or any other State Government or under any other organisation/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government.
- (iv) For the purposes of this instruction, 'Family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation, etc, would not change the intent till such time as the marriage finally dissolves in terms of law.
- (v) The authority competent to authorise withdrawal and disbursal of Pay to the concerned employee shall also be competent to sanction withdrawal and disbursal of the 'entitled amount' in his/her case. An entry of such withdrawal and disbursal must be made in the service book of the concerned employee and must also be made in the Last Pay Drawn Certificate (LPC) issued on transfer.

(vi) The 'entitled amount' shall be debitable on the object head: '70 - Leave Travel Concession' under the scheme/sub scheme to which the Pay and Allowances of the concerned employee is debited.

(vii) This being an allowance, no arrears would be admissible even when the pay is revised from a retrospective date.

2. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the office of Chief Secretary, Haryana for decision/clarification.
3. These clarifications will be effective with effect from 5.2.2009 in all the cases.
4. These instructions should be brought to the notice of all concerned for strict compliance.
5. This issues with the concurrence of Finance Department conveyed vide their U.O. No. 4/8/2009-5FR, dated 8.5.2009.

Yours faithfully,

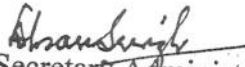


Deputy Secretary Administration,
for the Chief Secretary to the Government of Haryana.

Endst. No. 13/19/2008-2SII.

Dated Chandigarh, the 18th May, 2009

A copy is forwarded to the Accountant General (A&E/ Audit), Haryana for information and necessary action.



Deputy Secretary Administration,
for the Chief Secretary to the Government of Haryana.

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UNDERTAKING

[under para 1(iii) of instruction in memo no: 13/19/2008-2SII dated 18.5.2009]

It is hereby undertaken that:

- (a) I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.5.2009.
- (b) My entitled family members, including the spouse, who is in the employment of Government of Haryana, and who is also eligible to draw the benefit promised by the scheme put in place vide memo no: 13/19/2008-2SII dated, 18.5.2009 shall not avail the benefit promised by the scheme put in place vide memo no: 13/19/2008-2SII dated 18.5.2009 separately for the current block of four years regulating the LTC.

or

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organisation/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/signature of the concerned employee

Countersigned

Name/designation/signature of the spouse of the concerned employee

[Strike off whatever portion is not applicable]

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UNDERTAKING

[under para 1(iii) of instruction in memo no: 13/19/2008-2SII dated 18.5.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.5.2009.
2. None amongst my entitled family members, including the spouse, is either in service of Government of Haryana or in service under the Central Government or any other State Government or under any other organisation/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

Name/designation/signature of the concerned employee

Countersigned

[Strike off whatever portion is not applicable]