

No. 13/4/94-SII

From

Chief Secretary to Government, Haryana,  
Chandigarh.

To

(i) All Heads of Departments.

(ii) Commissioner, Ambala/Gurgaon/Hisar/Rohtak Division.

(iii) All Deputy Commissioners in Haryana.

(iv) All Sub-Divisional Officers (Civil) in Haryana.

(v) Registrar, Punjab & Haryana High Court, Chandigarh.

(vi) All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 18th October, 1995.

**Subject :— Grant of LTC for visiting any place in India/home town to State Government employees.**

Sir/Madam,

I am directed to refer to Haryana Government circular letter No. 13/8/84-SII, dated 31st December, 1984 and subsequent letter of even number dated 9th May, 1989 on the above subject and to say that State Government has been Considering for sometime past to further simplify the procedure laid down for the sanctioning of Leave Travel Concession to the State Government employees and accordingly it has been decided that the following authorities shall be competent to sanction Leave Travel Concession within the parameters of Govt. guidelines for visiting and place in India/home town in respect of the different categories of employees :—

| Sr. Sanctioning Authority No. | Category                          |
|-------------------------------|-----------------------------------|
| I. Administrative Secretary   | Class-I officers                  |
| II. Head of Department        | Class-II & III officers/employees |
| III. Head of office           | Class-IV employees                |

**Note :** The employees concerned shall, however, have to obtain prior permission of the sanctioning authority while availing LTC.

2. These instructions shall take effect from the date of issue of this letter.

3. This issues with the concurrence of Finance Department conveyed vice their U.O. No. 11/78/94/FRII/3464, dated 17-11-94.

Yours faithfully,

Sd/-

(M. N. Mehra)

Under Secretary Administration,  
for Chief Secretary to Government, Haryana.