

**HARYANA GOVERNMENT
EDUCATION DEPARTMENT**

ORDER NO. 10/39-2010 Admn.(4)

Dated, Chandigarh the 12-10-2010

I, Surina Rajan, IAS Financial Commissioner and Principal Secretary to Govt. Haryana, School Education Department, hereby declare the following officer** as Head of office under Rule 2.26 of Pb. CSR, Vol-I, Part-I read with Sr. No. 1 of Chapter 15 for the purpose of sanctioning one month's salary in lieu of LTC/HTC facility in terms of Govt. instructions contained in letter No. 13/19/2008-2GSII dated 5-2-2009 and other Govt. instructions issued on the subject from time to time to the employees working under them in schools/ institutions. However, payment of one month's salary to the concerned employee will be made by the concerned Drawing & Disbursing Officer.

** DEO of the concerned District for the category of C&V Teachers/ Masters/ Lecturers/ BEO/ DY. DEO/ Principals/ Head Masters and other non-teaching category working under him in schools/ institutions.

** DEEO of the concerned District for the JBT teachers and other non-teaching category working under him in schools/ institutions.

** Principals DIETs for all the staff working in the respective DIETs.

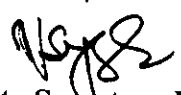
**Surina Rajan
Financial Commissioner and Principal Secretary to Govt.
Haryana, School Education Department**

Endst. No. Even

Dated, Chandigarh the 19.10.2010

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

1. Director Elementary Education, Haryana, Chandigarh.
2. A.G. Haryana, Chandigarh.
3. All the District Education Officers/ District Elementary Education Officers/ Principal DIETs in the State. That all the claims may be decided/ sanctioned at their level as per the admissibility of claim as per provisions made in Govt. instructions issued on the subject from time to time. The copies of the existing relevant instructions issued by the Govt. in this regard are sent herewith for ready reference and can be down loaded from our web-site schooleducationharyana.gov.in.
4. All the Officers/ Superintendents in the Directorate.
5. PS/FCSE.
6. PS/DSE
7. PA/ Additional Director Admn.
8. PA/JDA.


**Deputy Secretary Education
For Financial Commissioner and Principal Secretary to Govt.
Haryana, School Education Department**

A copy of letter No 13/19/2008-2SII dated 5/2/2009 from The Chief Secretary to Government of Haryana, Addressed to All Head of the Departments and copies to others.

Subject: - New Scheme of leave travel concession for visiting Home Town and any place in India for the State Government employees.

Sir,

I am directed to refer to Haryana Government letter No.13/16/2001-2SII dated 5th April, 2007 on the subject mentioned above and to say that till now the facility of leave travel concession for visiting Home Town and Any place in India is available to the State Government employees on the pattern laid down by the Government of India with the conditions mentioned in the State Government letter No.13/8/84-SII, dated 31-12-1984 and instructions issued subsequently from time to time in this regard.

2. Now the State Government has revised the pay scales of the State Government employees with effect from 1-1-2006. With a view to liberalise the policy of leave travel concession for visiting Home Town and any place in India, the matter has been further considered by the Government and it has been decided that one month's salary would be admissible to the State Government employees in a block of four years, in lieu of LTC/HTC facility. The first block of four years for this purpose shall be 2008-2011(1-1-2008 to 31-12-2011) and the next blocks of four years for this purpose shall be 2012-2015, 2016-2019, 2020-2023 and so on.
3. The employees who have availed LTC/HTC facility during the current block of four years 2008-2011 shall not be entitled to one month's salary during this block year. These instructions may be brought to the notice of all concerned.
4. This issues with the concurrence of Finance Department conveyed vide their U.O.No. 10/33/97-3PR(FD), dated 5-2-2009.


**OFFICE OF COMMISSIONER & DIRECTOR GENERAL SCHOOL
EDUCATION HARYANA CHANDIGARH.**

Endst No 10/56-06Ad (4)

Dated Chd, the 2-3-2009

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

1. D.P.I(S) Chandigarh, U.T. Administration.
2. Director SCERT HR Gurgaon.
3. All the District Education Officer.
4. All the Principle DIETS.
5. All the Headquarter Officers.
6. All the Headquarter Supdts.
7. PS/C&DGSE.
8. PA /Additional Director Admn.
9. PA/JDA-I, II


Superintendent Administration,
for Commissioner & Director General School
Education, Haryana, Chandigarh

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

(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.

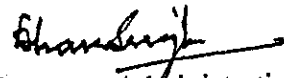
2. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the office of Chief Secretary, Haryana for decision/clarification.

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,

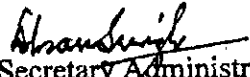


Deputy Secretary Administration,
for the Chief Secretary to the Government of Haryana.

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.

- 4 -

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]

A copy of letter No No. 5/17/2009-4FR, dated 16.6.2009, from The Financial Commissioner Principal Secretary to Government of Haryana Finance Department. Addressed to All Head of the Departments and copies to others.

Subject: Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC – Special dispensation in cases of employees who are likely to superannuate on or before 31st August, 2009 – guidelines regarding.

Sir,

I am directed to invite your attention to the subject cited above and to say that the revised scheme regulating the compensation in lieu of LTC facility available to the officers of the State Civil Services notified vide letter NO. 13/19/2008-2SII dated 18th May, 2009 envisages that 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. However, in some of the cases, there are not sufficient allocation in the respective object head '70 – L.T.C.' to satisfy the claims. Instructions are being issued separately to take care of this limitation.

2. In the meanwhile, problems have been projected from some quarters that insufficiency of allocation in the relevant L.T.C. head is posing hardship in cases of employees who are likely to superannuate shortly as in their cases if the entitled disbursement to the eligible employees are not made before their superannuation, they will be deprived of the benefit on this account completely.
3. Accordingly, it has been decided that:
 - i. While utilizing the available allocation in the object head '70-L.T.C.', preference should be given to satisfy the claims of such of employees who are near the stage of superannuation. Such claims, if preferred and found eligible, should ideally be serviced/satisfied three months prior to the date of superannuation or, as the case may be, three months prior to the date terminal end of the respective block.
 - ii. In all such cases where there is still a shortfall in the allocation to satisfy such claims, for satisfying the eligible claims pertaining to the

employees that are likely to superannuate on or before the 31st August, 2009, available allocation under the object '04-Travel Expenses' may be utilized.

- iii. In cases where even the mechanism as authorized under sub para (ii) above fails to satisfy the eligible claims pertaining to the employees that are likely to superannuate on or before the 31st August, 2009, available allocation under the object head '01-Salaries and 02-Wages' may be utilized to satisfy them.
 - iv. The concerned H.O.D. shall be competent to sanction the diversions as authorized in terms of sub para (ii) and (iii) above.
 - v. A complete record of such diversion may be maintained at the level of H.O.D. concerned.
 - vi. For all the other cases, allocations may be sought from the F.D. through the prescribed procedure and in terms of instruction on the subject issued separately.
4. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

**OFFICE OF COMMISSIONER & DIRECTOR GENERAL SCHOOL
EDUCATION HARYANA CHANDIGARH.**

Endst No

Dated Chd, the 1-7-2009

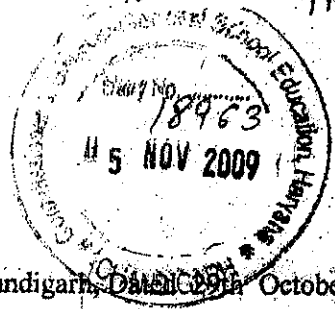
A copy is forwarded to the following for information and necessary action:-

- 1 DPI(S) Chandigarh Administration
- 2 Director SCERT HR Gurgaon.
- 3 All the District Education Officer.
- 4 All the Principle DIETS.
- 5 All the Headquarter Officers.
- 6 All the Headquarter Supdts.
- 7 PS /C&DGSE.
- 8 PA / Additional Director Admn.
- 9 PA/JDA-I/II
- 10 Master File

D.S. Thavala
**Superintendent Administration,
for Commissioner & Director General School
Education, Haryana, Chandigarh**

642(6) ~~Adm~~
9112109

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



Chandigarh, Dated 29th October, 2009

05.11.09

AD (A) To
6-11-09
RETAD
6/11
Subject:

- 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.

Subject: Grant of travel concession for visiting any place in India for the State Government Pensioners.

Sir,

I am directed to refer to the subject cited above and to say that the State Government has introduced a new scheme of leave travel concession for visiting Home Town and any place in India for the State Government employees vide letter dated 5.2.2009 and 18.5.2009. According to this policy, one month's salary would be admissible to the State Government employees in a block of four years in lieu of LTC/HTC facility. The facility of travel concession, however, was not available to the State Government Pensioners.

2. The matter has been considered and it has now been decided by the Government that a similar facility for the State Government pensioners may also be introduced.

3. Accordingly, the following scheme of travel concession to the State Government pensioners is hereby put in place :-

- (i) He/she shall be entitled to draw the 'one month's pension' as lump sum assistance once in the block of four years as declared by the Government of Haryana as the block regulating the LTC;

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.

Provided that the pensioner, who has retired during the current block of four years (2008-2011) and has availed the benefit of LTC before their retirement in this block under the scheme of leave travel concession available to the State Government employees, shall not be entitled to the benefit of this scheme for the balance period of the current block.

- (ii) This scheme shall be applicable to all pensioners who are drawing their pension under the Punjab Civil Services, Rules, Vol. II as amended from time to time and as applicable to the pensioners under the rules making powers of Haryana Government and whose pension is debitable to the Consolidated Fund of the State of Haryana.

6/11
4

(iii) "Pension" means the entitlement of basic pension inclusive of commuted pension and the dearness allowance admissible thereon being drawn under the Punjab Civil Services Rules, Vol. II as amended from time to time and as applicable to the pensioners of Haryana Government.

(iv) LTC being a family allowance, when both the spouses are pensioners or one of the spouse is working in organisation 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 pensioner, claiming the benefit under the scheme, shall submit an undertaking that his/her entitled family members, including the spouse, when is the pensioner or 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 pensioner. Alternatively, the concerned pensioner 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 pensioner or 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.

(v) 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.

(vi) The authority competent to authorise disbursement of pension to the concerned pensioner shall also be competent to disburse the 'entitled amount' in his/her case.

(vii) The pension to the pensioners of age group of 90 years and above shall be disbursed alongwith the regular pension for the month of January in the first year of the block of four years, the pension to the pensioners of age group of 80 years and below 90 years shall be

disbursed alongwith the regular pension for the month of January in the second year of the block of four years, the pension to the pensioners of age group of 70 years and below 80 years shall be disbursed alongwith the regular pension for the month of January in the third year of the block of four years and the pension to the pensioners of age group of below 70 years shall be disbursed alongwith the regular pension for the month of January in the fourth year of the block of four years.

(viii) During the current block of four years 2008-2011 (1.1.2008 to 31.12.2011), the pension to the pensioners of age group of 80 years and above shall be disbursed in the current year ending on 31.12.2009. For the pensioners above 70 years and below 80 years, they would be disbursed the travel allowance alongwith the pension for the month of January, 2010 and for the pensioners below 70 years, the travel allowance would be paid alongwith their pension for the month of January, 2011.

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

4. 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.

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

6. This issues with the concurrence of Finance Department conveyed vide their No. 1582-FCF (5FR), dated 2-9-2009.

Yours faithfully,


(Dhan Singh)

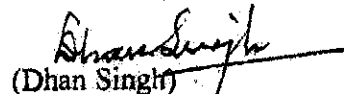
Deputy Secretary to Government of Haryana
Telephone No. 0172-2740743

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

Dated Chandigarh, the 29th October, 2009

A copy is forwarded to:-

- (i) The Accountant General (A&E/Audit), Haryana for information and necessary action.
- (ii) SIO, NIC, Haryana Civil Secretariat, Chandigarh for placing on the website www.cs.haryanagov.in.


(Dhan Singh)

Deputy Secretary to Government of Haryana.

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UNDERTAKING

[under para 1(iii) of instruction in memo no: 13/19/2008-2SII dated 29th October, 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 29th October, 2009

- (b) My entitled family members, including the spouse, who is pensioner or 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 29th October, 2009 shall not avail the benefit promised by the scheme put in place vide memo No: 13/19/2008-2SII dated 29th October, 2009 separately for the current block of four years regulating the LTC.

or

My entitled family members, including the spouse, who is pensioner or 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 pensioner

Countersigned

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

[Strike off whatever portion is not applicable]

- 5 -

UNDERTAKING

[under para 1(iii) of instruction in memo no: 13/19/2008-2SII dated 29th October, 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 29th October, 2009.
2. None amongst my entitled family members, including the spouse, is either pensioner or 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 pensioner

Countersigned

[Strike off whatever portion is not applicable]

9/5E

No. 5/17/2009-4FR

3214 Admin
07/12/09

From

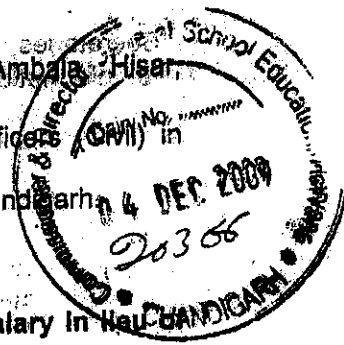
The Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

To

04.12.09

1. All the Heads of Department, Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. All Deputy Commissioners and Sub-Divisional Officers, Haryana.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh the 1st December, 2009.



Subject: - Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.

AD(CA)

7-12-09

REIAD

7/12

SAD

Sir,

I am directed to refer to Finance Department's letter No.5/17/2009-4FR, dated 16.06.2009 on the subject noted above.

2. It has been further decided that the L.T.C. may be allowed only to the employees who are retiring in the current financial year i.e. March, 2010. It may also be allowed in the case of the employees where the L.T.C. slab is expiring during the current financial year. For other employees, the L.T.C. will be available in the balance years of the block period.

3. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

Yours faithfully,

[Signature]

Joint Adviser, Finance
for Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department

No. 5/17/2009-4FR

Dated Chandigarh, the 1st December, 2009

- A copy is forwarded for information and necessary action to the:
1. Accountant General (A&E) and (Audit) Haryana, Chandigarh
 2. The Finance Secretary, Chandigarh Administration, Chandigarh.
 3. The Director, Treasury & Accounts, Haryana.
 4. All Treasury Officers/Assistant Treasury Officers in Haryana.

[Signature]

Joint Adviser, Finance,
for Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

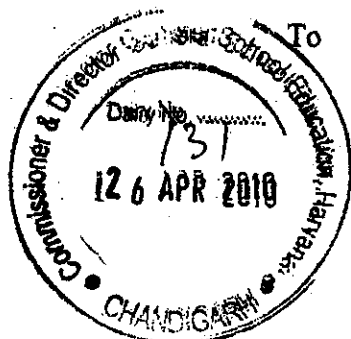
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9/12
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RK-11

Test Book Cell

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

Chandigarh, Dated 21st April, 2010



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.

Ref (S)
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332/19/2008-2SII
F.P. 17/10

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

Dated, Chandigarh, the 19th May, 2010

To

- 1 All the Administrative Secretaries to the Government of Haryana.
- 2 The 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.

Subject: Grant of travel concession for visiting any place in India for the State Government Pensioners.

Sir,

I am directed to invite your attention to State Government letter of even number and dated 29th October, 2009 on the subject cited above and to say that para 3(vii) provides that the pension to the pensioners of age group of 90 years and above shall be disbursed along with the regular pension for the month of January in the first year of the block of four years, the pension to the pensioners of age group of 80 years and below 90 years shall be disbursed along with the regular pension for the month of January in the second year of the block of four years, the pension to the pensioners of age group of 70 years and below 80 years shall be disbursed along with the regular pension for the month of January in the third year of the block of four years and pension to the pensioners of age group of below 70 years shall be disbursed along with the regular pension for the month of January in the fourth year of the block year of four years.

2. Further, para 3(viii) provides that during the current block of four years 2008-2011 (1.1.2008 to 31.12.2011), the pension to the pensioners of age group of 80 years and above shall be disbursed in the current year ending on 31.12.2009. For the pensioners above 70 years and below 80 years, they would be disbursed the travel allowance along with the pension for the month of January, 2010 and for the pensioners below 70 years, the travel allowance would be paid along with their pension for the month of January, 2011.

3. Some of Banks have approached the State Government to clarify the cut of date for reckoning the age for payment to different age groups in different years. It is clarified that the cut of date for reckoning the age for payment to different age groups in different years would be as under:-

Block Year 2008-11:

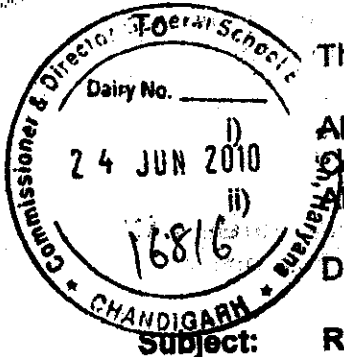
Age Group	Cut off date for eligibility
80 years and above	31.12.2009
70-80 years	31.12.2009
Below 70 years	31.12.2010

No. 30/LTC/2010/Acctt./HBPE (FD)

530(a) Ady
12/2/10

From

The Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.



The Managing Director/Chief Administrator/Chief Executive Officer of:-

All State Public Enterprises i.e. Boards, Corporations, Companies and
Cooperative Institutions.

All other Autonomous Organisations funded by the State Government.

Dated Chandigarh, the 14th June, 2010.

**Subject: Regulating Disbursement of one month's salary in lieu of LTC facility
under the New Scheme of LTC.**

Sir,

I am directed to invite your attention to the subject noted above and to say
that the State Government vide letter No. 13/19/2008-2SII, dated 5.5.2009 and
18.5.2009 has introduced a new scheme regulating LTC for visiting home town and any
place in India. The New LTC Scheme envisages a lump sum payment of one month's
salary to be permitted to the eligible employees once in a block of 4 years.

2. After careful consideration of the matter, in order to curtail the excessive
cash outflow on account of implementation of the New LTC Scheme, the State
Government has taken the following decisions:-

i) All the State Public Enterprises and Autonomous Organisations funded by
the State Government which have adopted the New LTC Scheme should
 earmark a specific amount to be disbursed under the said scheme in a
 given financial year keeping in view their turnover/revenue. The amount so
 earmarked should not exceed the amount disbursed under the New LTC
 Scheme in the previous year.

ii) LTC should be allowed to the employees who are retiring in the current
 financial year, i.e. 2010-2011 up to March, 2011.

iii) After providing LTC to those who are retiring in the current financial year
 (2010-2011), if earmarked funds are available then the LTC as per
 entitlement should be admissible to those who are actually proposing to
 go on LTC.

iv) If the earmarked funds are still available after (ii) & (iii) above, priority may
 be given to the employees in order of seniority for LTC.

You are requested to ensure strict compliance of the above decisions.

Yours faithfully,

[Signature]
Management Consultant, HBPE,
for Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

Examine process and put up
Acknowledge the receipt if required

Secondary Education Haryana

C&DGSE Haryana

A.D.	J.D. C & V
A.D. Admn-I	J.D. TBC
A.D. Admn-II	J.D. CCA
J.D. Admn.	PM SLMA
C.A.O.	D.O. CO
D.A.	B.O.
R.E.	
No.	Date

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D.S.
D.C.

S Adm
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