



Office of the Principal Accountant General (Audit) Haryana, Plot No. 3-4 Sector 33-B, Dakshin Marg, Chandigarh 160020



No.: SS/LTC/2014-15/ 1047

Dated : 8-2-2015

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12.04 15

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The Director General Secondary Education Hs. Sector 5, Panchiaula sAuts

Sub. : Detailed information about drawl of Leave Travel Concession.

3 LTC Rules applicable in case of Haryana Government Employees, provide that when both the spouses are working in organizations offering the facility of LTC, only one requested to provide the information sought in the performa enclosed at earlist. Similar information may also be collected from all field units working under your control and furnished to this office of carfiest.

Yours faithfully,

QL-1 612/15

Sr. Audit Officer (SS)

. No	0	· Z Š	B	· No	A	
Name of Employe e	Total list o	e Papeloye Papeloye	List of defa	Name of Employee	List of tota	
Block year of LTC	femploye	Block year of LTC	ulting en		ul overpay	
No.	es dra	· ZE	nploye	ID No.	ment	
Post/ Nar Designation Inst	Total list of employees drawing payments towards LTC during last two block years:-	Post/ Designati on	(B) List of defaulting employees drawing payments towards LTC:-). Post/ Designation	s drawn by	
		Name of Institution			(A) List of total overpayments drawn by defaulting employees:-	Detail of drawl of Leave Travel Concession
Name of A Institution of dr	ds LTC dı	Amount of LTC drawn	towards L	Name of Institution	employees	drawl of
Amount of LTC drawn	ring last	Vouch er No. & Date	TC:-	e of ution	i	Leave T
Voucher No. & Date	two block	Page No. of Cash Book Entry recei pt		Amount of drawn		ravel Co
Amount refunded if any	years:-	Name II of N Spou . se		nt of LTC		ncessio
d deposit/re fund		ID Post/ No Designat ion		Voucher No. & Date		B
		Name of Instituti on		lo. &		
Penal interest due		Amount of LTC drawn		Block Year		
Recove red		t Vouch & er No. Date				
Balance	L	J	L	L]		

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Sr. Account office (25-00)