

HQ DDO.

for n/a. as per guidelines
issued by TSA.

GOVERNMENT OF HARYANA
OFFICE OF DIRECTOR GENERAL, TREASURIES & ACCOUNTS
DEPARTMENT, HARYANA
(DATA MANAGEMENT CELL/DMC)
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12/08/2026

To for
04/08/26.
DSE
All Head of Departments
In the State of Haryana.

Memo No: TA-HR(DMC)/SO/DEO-V/2026/3352. Dated: 23/6/26.

Subject: Regarding making the provision of correction of LTC Block Year of all department Head of the Department under e-billing system.

Kindly refer to the subject noted above.

In this regard, it is conveyed that numerous requests/letters regarding correction/change of LTC Block Year in the e-Billing system are being received directly in this office from various Drawing & Disbursing Officers (DDOs), particularly from the Education Department. In many cases, such requests are being forwarded without proper channel and without complete information, resulting in avoidable delay and administrative inconvenience.

The matter has been considered by the competent authority and, with a view to streamline the process of correction of LTC cases, it has been decided to delegate the power of correction in LTC Block Year to all Heads of Departments in the e-Billing system at their own level.

Accordingly, all Heads of Departments are hereby requested to examine such cases strictly in accordance with the instructions/guidelines issued by Government from time to time and make necessary corrections/changes in the LTC Block Year in the module provided in the e-Billing system at their own level.

The work flow of the same is as under:-

1. Concerned HODs may login in e-billing system using the credentials of BCA User.
2. Select a valid Pay Bill Number in which correction is required. The employee list will be populated automatically.
3. From the Payee Name dropdown-list, select the employee whose LTC Block Year needs to be changed in the bill.
4. Upon selecting the Payee Name, a tabular view displaying the Payee Code, Payee Name, and Remarks History will be shown.
5. If an LTC Block Year has already been saved for the selected employee, it will be displayed in the Existing Block Year field.
6. Select the required New Block Year from the New Block Year dropdown list.
7. Click the Update button to save and update the Block Year for the selected LTC Bill.

It is further conveyed that such corrections are allowed only on account of selection of a wrong LTC block year due to which next LTC bill are not being generated in e-billing system. Hence, you are requested to carry out such exercise with due diligence and after due verification of the case

This issue with the approval of Competent Authority.

for
Joint Director (DMC)
for: Director General, Treasuries and Accounts
Department, Haryana, Chandigarh

-Continued-

Endst. No. TA-HR (DMC)/SO/DEO-V/2026/ 3353

Dated: 23/6/26

A copy of the above is forwarded to all Treasury Officer of the State with the direction to disseminate above information to all Drawing & Disbursing officer under your jurisdiction (including of Sub-Treasuries).



Joint Director (DMC)

for: Director General, Treasuries and Accounts
Department, Haryana, Chandigarh

Endst. No. TA-HR (DMC)/SO/DEO-V/2026/ 3354.

Dated: 23/6/26.

A copy of the above is forwarded to State Informatic Officer, NIC, Haryana with request to go live the LTC Correction module in e-billing using BCA user credential.



Joint Director (DMC)

for: Director General, Treasuries and Accounts
Department, Haryana, Chandigarh