

To

The Joint Secretary to Government, Haryana.  
Secretariat Establishment (in Estt.III Branch),  
Haryana Civil Secretariat,  
Chandigarh.

Subject:- New Scheme of Leave Travel oncession for visiting Home Town and  
any place in India for the State Government Employees.

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Respected Sir/Madam,

As has been decided by the Government that one month's salary would be admissible to the State Government Employees in a block of four year in lieu of LTC/HTC facility. I have not availed this facility during the third block of four years 2020-23 (01.01.2020 to 3.12.2023). I would, therefore, request that one month's salary may kindly be given to me at your earliest convenience.

Thanking you,

Yours faithfully

Dated:

1. Name of Applicant:  
(आवेदक का नाम)
2. Father's/Husband's Name:  
(पिता/पति का नाम)
3. Designation of the Applicant:  
(आवेदक का पद)
4. Name of the Branch:  
(विभाग/कार्यालय)
5. Pay-Hand of the Applicant:  
(आवेदक का पे-हैंड)
6. Bank A/C No of the Applicant:  
(आवेदक का बैंक खाता न०)
7. Date of Retirement:  
(आवेदक की सेवानिवृत्ति की तिथि)
8. Whether the spouse is working or not  
क्या आवेदक का पति या पत्नी कार्यरत है) Yes/No ( हां/नही)  
If yes, then enclose the following:  
(यदि हां तो निम्नलिखित संलग्न करें:-)

a) Undertaking in respect of the instruction in memo no.:  
13/19/2008-2SII, dated 18.05.2009. (duly signed by both).  
(क- यदि कमांक 13/19/2008-2सेवाएं-II दिनांक 18.05.2009 के निर्देशों के सन्दर्भ में पति एवं पत्नी द्वारा हस्ताक्षरित अंडरटेकिंग)

b) Original Certificate duly attested by the concerned department/office of the spouse.  
(ख- पति या पत्नी के संबंधित विभाग/कार्यालय द्वारा सत्यापित मूल प्रमाण पत्र)

If no, then enclose the undertaking only (duly signed by the applicant only).  
(यदि नहीं तो आवेदक द्वारा हस्ताक्षरित अंडरटेकिंग संलग्न करें)

9. Contact No of the Applicant:  
(आवेदक का फोन नम्बर)

Dated:

Signature of Applicant  
(आवेदक के हस्ताक्षर)

### UNDERTAKING

[under para 1(iii) of instruction in memo no. 13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place vide memo no: 13/19/2008-2SII dated 18.05.2009.
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 organization/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]

UNDERTAKING (in case of spouse)

[under para 1(iii) of instruction in memo no. 13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

- (a) I am eligible to draw the benefit promised by the scheme put in place vide memo no: 13/19/2008-2SII dated 18.05.2009.
- (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 18.05.2009 shall not avail the benefit promised by the scheme put in place vide memo no: 13/19/2008-2SII dated 18.05.2009 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 organization/institution employer in whatever form on/body, etc, wholly or substantially owned or controlled by the Central 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]