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No. 13/4/94-SII

From

Chief Secretary to Government, Haryana,
Chandigarh.

To

- (i) All Heads of Departments.
- (ii) Commissioners, Ambala/Gurgaon/Hisar/Rohtak Divisions
- (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 3 December, 1984 and subsequent letter of even number dated 9th May, 1989 on the above subject : to say that State Government has been considering for some time 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 any place in India/home town in respect of the different categories of employees :—

Sr. No.	Sanctioning Authority	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 vide their U.O. No. 11/78/9 FR II/3464, dated 17-11-94.

Yours faithfully,

Sd/-

(M. N. MEHRA)

Under Secretary Administration
for Chief Secretary to Government, Haryana

No. 13/4/94-SII,

Dated, Chandigarh the 18th October, 1995.

A copy is forwarded to the Accountant General (Accounts) Haryana for information.

Sd/-

Under Secretary Administration
for Chief Secretary to Government, Haryana

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Government

ment, Haryana for information.

Sd/-
Under Secretary Administration
for Chief Secretary to Government, Haryana

To

All Financial Commissioners &
Administrative Secretaries to Govt., Haryana.

U.O. No. 13/4/94-SII, Dated Chandigarh, the 18th October, 1995.

A copy is forwarded to the Principal Secretary/Special Principal Secretary/Dy. Principal Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy.

Sd/-

Under Secretary Administration
for Chief Secretary to Government, Haryana

U.O. No. 13/4/94-SII, dated, Chandigarh, the 18th October, 1995.