

No. 13/65/2025-1HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

Dated, Chandigarh the 17th September, 2026

To

1. All the Administrative Secretaries to Government Haryana.
2. Registrar, the High Court of Punjab & Haryana.
3. Accountant General (A&E/Audit), Haryana, Chandigarh.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Heads of Department.
6. All the Managing Directors/ Chief Administrators of all the Boards/ Corporations, in Haryana State.
7. All the Deputy Commissioners of the State of Haryana.
8. All the Sub Divisional Officers (Civil) in Haryana.

Subject:- New scheme of Leave Travel Concession (LTC) for visiting Home Town and any place in India for the State Government Employees/Pensioners- submission of application/claim within the prescribed block period.

Sir/Madam,

I am directed to invite your attention to the instructions issued by the State Government from time to time on the subject cited above.

2. It has come to the notice of the Human Resources Department that various Departments/Boards/Corporations/PSUs, etc. are seeking clarifications regarding the admissibility of Leave Travel Concession (LTC) in cases where the employee/pensioner has not submitted the requisite application/claim within the prescribed block period and seeks to avail the benefit after expiry of the relevant block period.

3. The matter has been considered by the Government and it is clarified that LTC shall not be admissible in respect of any claim where the requisite application/claim has not been submitted within the prescribed block period and the benefit is sought to be claimed after expiry of the relevant block period, unless otherwise specifically permitted under the extant Government instructions/rules.

4. The competent authorities shall, therefore, ensure that applications/claims for LTC are submitted and processed strictly in accordance with the time limits and conditions prescribed under the applicable Government instructions/rules.

5. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.



Superintendent, Human Resources-I,
for Chief Secretary to Government Haryana ✓