

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001.

(Personnel Division)

F.No.DSIIDC/I-2853/Estt. | 181

Dated:13.07.2022

CIRCULAR

Sub:- Timely submission of application for Grant of Leave Travel Concession.

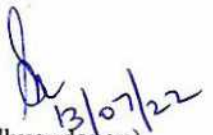
It has been observed that the applications for grant of Leave Travel Concession are received from employees in Personnel Division just before the intended date of journey of the employee/family.

2. Further in some cases it is also observed that the applications are received after completion of journey. In such a situation, instead of taking prior approval for grant of LTC, the division is forced to process the application seeking ex-post facto approval of Competent Authority in most cases, which is not in accordance with LTC rules.

3. It may be noted that the application submitted by the employees are to be examined by the Personnel division and placed before the Competent Authority which requires some time duration for carrying out the entire process. In some cases employees seek admissible advance also for which concurrence from Central Accounts/Finance division required.

4. In view of the above all the employees may ensure that their application for grant of LTC complete in all respect must reach to Personnel division at least 10 days before the commencement of journey and in case where advance is sought must reach 15 days before commencement of journey so that prior approval of Competent Authority is taken well in time. It may also be noted that henceforth the above timelines are to be strictly adhered to, else the claims would be summarily rejected without assigning any reasons.

This issues with the approval of Competent Authority.


(Sunita Madhusudanan)
Sr. Manager (P)

To all concerned employees

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