

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER (LABOUR)  
5, SHAMNATH MARG, DELHI - 110054

No. F. 5(1457)/LC/Accts./Misc/2022-23/81-88

Dated: 06/4/2023

OFFICE ORDER

In supersession of all previous orders and to streamline the process of LTC claims (advance drawl and /or final settlement) of the Officers/Officials of this department, the following directions are issued for compliance;

1. All the LTC claims of the officers/Officials will be dealt/scrutinized in the respective personal file of the Officers/Officials only, along with the leave encashment, if any to keep a tap on the things properly.
2. The request for LTC advance and encashment of leave, if requested shall be processed as per time line prescribed under CCS (LTC) Rules, 1988.
3. The claims will be sent to accounts branch, for vetting to see that the rules are applied rightly and also whether the claims preferred is in order, as per the latest instructions issued by GOI/GNCTD from time to time.
4. The LTC claim must be entered in the service records along with leave entries (including encashment of leave) and the same should be signed and sent along with the sanction to accounts branch, as per the time line prescribed under CCS (LTC) Rules, 1988.
5. The bills will be prepared by the DDO on receipt of the sanction and get it counter signed by the HOO, before submitting the same to PAO for payment, as per the time line prescribed under CCS (LTC) Rules, 1988.

All the LTC claims shall be settled as per the time line prescribed under CCS (LTC) Rules, 1988.

S.No.	Course of action	Time-limit
1.	Leave sanction	5 working days + 3 working days *
2.	Sanction of LTC advance/Leave encashment	5 working days + 3 working days *
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 working days + 3 working days *
4.	Time taken by DDO	5 working days + 3 working days *

\*Addition 3 days transit-time may be allowed in cases where the place of posting of the Government employee is away from their Headquarters.

This is issue with approval of the Labour Commissioner.

*Case*  
(Vijay Chandna) 6.4.23  
Head of Office

Copy to:

1. P.A to Commissioner/Addl.LC, Labour Department, Delhi.
2. DCA/IFA, Labour Department, Delhi.
3. D.D.O, Labour Department, Delhi.
4. S.O (I)/ (II),Admn. Branch, Labour Department, Delhi
5. S.A (I.T), Labour Department, Delhi to upload on department website.
6. All Dealing Assistants, Admn. Branch, Labour Department, Delhi.
7. Notice Board, HQ/All Districts, Labour Department, Delhi.
8. Guard File.



(Vijay Chandna)  
Head of Office

6.4.23