

NO. AAI.11/2013/9
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI: 781006.

Dated Dispur, the 11th February, 2015.

OFFICE MEMORANDUM

Sub : Permission for LTC/HLTC to AIS officers.

It is observed that in the recent times, Personnel (A) Department has been receiving applications from officers for Earned Leave/LTC/HLTC directly without being forwarded through proper channel, including the respective Reporting/Controlling Authority. This has seriously affected the work plan and schedule in the respective departments and offices. In view of this following guidelines/instructions are laid for processing EL/LTC/HLTC of AIS officers :

- I. All AIS/ACS officers are required to route the application for EL/LTC/HLTC through the Controlling Authority of the concerned officers and should reach to the Personnel (A) Department at least 15 days before the start date of proposed journey. Where any officer is handling work under more than one Controlling Authority, the application should be submitted through Controlling Authority pertaining to the officers substantive charge, with intimation to the Controlling Authority relating to additional charge(s).
- II. Purpose of the travel along with intended place of visit must be clearly indicated viz- Tourism, Recreational, Pilgrimage, Family/Domestic, Academic, Socio-Cultural or any other function.
- III. Officers, intending to avail the LTC/HLTC, will be required to mention the mode of leave proposed to be availed for the said travel. In case of Earned Leave, leave application in the prescribed format with the recommendation from the Controlling Authority must be submitted along with the application.
- IV. Particulars of dependent family members including spouse and children with age who will accompany the officer should be furnished.
- V. The officers shall also certify that they have not availed any LTC/HLTC previously for the block year.
- VI. All Administrative Departments are requested to bring these instructions to the notice of all personnel under their control and ensure that these are strictly followed.


Sd/- Tapan Ch. Sarma.
Joint Secretary to the Govt. of Assam
Personnel (A) Department

Dated Dispur, the 10th February, 2015.

Memo No. AAI.11/2013/9-A
Copy to:

- 1) All Additional Chief Secretaries.
- 2) All Principal Secretaries/ Commissioner & Secretaries of all Administrative Departments.
- 3) All Commissioner of Divisions/ All Deputy Commissioners/ SDO (C).
- 4) All Heads of the Department.
- 5) S.O. to Chief Secretary for kind information of the Chief Secretary, Assam.
- 6) PMIS/AOP.

By order etc.


Deputy Secretary to the Govt. of Assam
Personnel (A) Department
