



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
Civil Secretariat, J&K**

**Subject: Grant of Leave Travel Concession (LTC) - Instructions thereof.**

**Circular No.11-JK(GAD) of 2024  
Dated:23.04.2024**

The Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 2019, notified in terms of S.O 22 dated 03.12.2019 of the Finance Department, provide a detailed procedure for application and grant of Leave Travel Concession for employees of the Government of Jammu & Kashmir. Amongst other prerequisites, these rules clearly provide that Government employees shall seek prior approval of the sanctioning authority for availing Leave Travel Concession. Further, there is no implicit or explicit provision in the ibid. rules for post-facto sanction of Leave Travel Concession.

Notwithstanding the above position, it has been observed that officers/officials are proceeding on Leave Travel Concession without obtaining prior approval of the sanctioning authority, in violation of rules/norms. It has also been observed that employees are applying for Leave Travel Concession at a belated stage vis-à-vis the intended date(s) of availing the concession, necessitating avoidable referrals to the General Administration Department and Finance Department for post-facto sanction. Insofar as the provisions for relaxation of rules governing the subject are concerned, the same are to be exercised in exceptional cases, which are otherwise not covered. Such referrals, therefore, not only indicate a careless approach of employees who intend to avail Leave Travel Concession, but also reflect poorly on the concerned departments/offices, a matter which has been viewed seriously by the authorities.

Accordingly, it is impressed upon all Administrative Secretaries/Heads of Departments not to permit any officer/official to avail Leave Travel Concession without prior approval of the sanctioning authority, and to put in place a suitable mechanism for timely disposal of applications under S.O 22 of 2019 dated 03.12.2019. Further, all Government employees are enjoined upon to strictly adhere to these instructions and apply for Leave Travel Concession well in advance, so as to obviate the necessity of referral to the General Administration Department and Finance Department for post facto sanction in relaxation of rules. Administrative Secretaries/HoDs shall take appropriate action against defaulters and shall not process/recommend any case for post facto sanction henceforth.

These instructions are brought to the notice of all concerned for strict compliance.

Sd/-

**(Sanjeev Verma) IAS**

Commissioner/Secretary to the Government

Dated:23.04.2024

No. GAD-ESTB/56/2021-09-GAD

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.

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4. All Principal Secretaries to the Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Kashmir/Jammu.
11. All Deputy Commissioners.
12. Director, Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director, Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. Secretary, J&K Legislative Assembly.
20. General Manager, Government Press, Srinagar/Jammu.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Private Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
24. Circular/Stock files/Website, GAD. *"Hindi and Urdu versions shall follow"*.

  
**(Shakeeb Arsallan) JKAS**  
Under Secretary to the Government