

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

**No. LAFEAS –AN I021/232/2022-AN-I /E-222847**

**Dated 30<sup>th</sup> December, 2022**

From

Rudresh Singh Yadav,  
Executive Officer.

To

The Pay and Accounts Officer,  
Lok Sabha.

**Subject : Encashment of Earned Leave along with Leave Travel Concession (LTC).**

Sir,

In terms of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM No. 14028/7/97-Estt.(L) dated 07.10.1997 read with OM.F.No.31011/4/2008 – Estt (A) and OM No.14028/4/2009-Estt.(L) dated 23.09.2008 and 03.06.2009 and OM No.31011/3/2018-Estt.(A-IV) dated 20.09.2018 respectively adopted vide R&CS Order No.PA-404/97, TA-254/2008, L-122/2009 and TA-312/2018 dated 18.11.1997, 27.10.2008, 08.06.2009 and 09.10.2018 respectively, I am directed to convey the sanction of the Competent Authority to allow the following officials of this Secretariat to Encash 10 days earned leave while availing Leave Travel Concession (LTC) during December 2022 and January 2023 as per details given below:-

Sl. No	Name and designation	Place of visit	Number of days for which encashment of Earned Leave sought	Block Year	Total number of EL encashed earlier while availing LTC (in days)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Shri P.C. Tripathy, Joint Secretary (Emp. ID. 10367)	Bengaluru (by availing All India LTC)	10	2018-21 (Extended)	30
2.	Shri Amit Mathur, Deputy Secretary (Emp.ID. 10177)	Port Blair, Havelock Island, Neil Island (by availing All India LTC)	10	2022-25	20

3.	Smt. Pooja Singh, Joint Director (LARRDIS) (Emp.ID. 12540)	Muzaffarpur (by availing Home Town LTC)	10	2020-21 (Extended)	20
4.	Shri Sunil Kumar, Deputy Director (LARRDIS) (Emp.ID. 11996)	Jaipur (by availing All India LTC)	10	2018-21 (Extended)	10
5.	Shri Ravinder Kumar, Deputy Director(Security) (Emp.ID. 11227)	Munnar, Thekaddy, Kerala (by availing All India LTC)	10	2018-21 (Extended)	40
6.	Shri Rajesh Kumar, Deputy Director (Security) (Emp.ID. 11230)	Puri via Konark, Bhubaneswar (by availing All India LTC)	10	2018-21 (Extended)	40
7.	Shri Dharmendra Mohan Dixit, Deputy Director (Security) (Emp.ID. 10906)	Mathura (by availing Home Town LTC)	10	2020-21 (Extended)	10
8.	Shri Rajesh Grover, Private Secretary (Emp.ID. 11062)	Sonipat, Haryana (by availing All India LTC)	10	2018-21 (Extended)	30
9.	Shri Satish Mohan Vats, Printing Assistant (Emp. ID 11116)	Chandigarh, Punjab (by availing All India LTC)	10	2018-21 (Extended)	30
10.	Shri Ram Das Yadav, Senior Reprographer (Emp. ID. 10942)	Jaipur, Rajasthan (by availing All India LTC)	10	2018-21 (Extended)	10
11.	Shri Vinod Kumar, Staff Car Driver Gr. I (Emp.ID. 11444)	Panipat, Haryana (by availing All India LTC)	10	2018-21 (Extended)	10

2. The total leave so encashed during their entire career should not exceed 60 days in aggregate. The leave encashed for the purpose will not be deducted from the maximum amount of earned leave encashable at the time of their retirement.

3. The advance should be refunded in full in one lumpsum immediately, if the outward journey is not commenced within 30 days of the grant of advance, failing which they will be charged penal interest, i.e. 2% over and above the rate of interest allowed by Govt. on Provident Fund balances.

Yours faithfully,

*Rudra*

**EXECUTIVE OFFICER**

**Copy for information and necessary action:-**

1. The DGACR, Concurrent Audit (P) Branch.
2. B&P Branch/IFU.
3. PA(MG)/AN II Branch. [It may please be ensured that a balance of at least 30 days of Earned leave is still available to the credit of the individual after taking into account the period encashment as well as leave].
4. Persons concerned.

*Rudran*

**EXECUTIVE OFFICER**