

To

The Secretary,  
Board of School Education Haryana  
Bhiwani

Subject :- New Scheme of Leave Travel Concession for visiting Home Town and any place in India for Education Board Employees.

Respected/Sir/ Madam

As it has been decided by the Board that one month's salary would be admissible to the Board employees in block of four year in lieu of LTC/HTC facility. I have not availed this facility during the third block 2024-2027 (01-01-2024 to 31-12-2027). I would, therefore, requested that one month's salary/pension may kindly be given to me at your earliest convenience.

-\*Thanking You,

Dated:

Your's Faithfully

Name -----

Designation -----

Mobile.No -----

# **Board of School Education Haryana, Bhiwani**

## **Performa for claiming one month's pension in lieu of LTC/HTC for retirement employees**

1. Name of retired employee\_\_\_\_\_
2. Designation at the time of retirement\_\_\_\_\_
3. Date of retirement \_\_\_\_\_ Age (Date of Birth)\_\_\_\_\_
4. Bank Account No \_\_\_\_\_ Bank Name \_\_\_\_\_  
IFSC\_\_\_\_\_ Bank Branch\_\_\_\_\_
5. Block of four years of LTC/HTC claim 2024-2027 (01.01.2024 To 31.12.2027)
6. Basic Pension \_\_\_\_\_
7. Dearness Allowance admissible at present Rs. \_\_\_\_\_
8. Total (6+7) Rs. \_\_\_\_\_

### **UNDERTAKING No.-1**

(Under Para1(iii) of instruction in memo No. : 13/19/2008-2sll dated 29<sup>th</sup> Oct 2009). It is hereby undertaken that:

- a) I am eligible to draw the benefit promised by the scheme put in place vide memo 13/19/2008-2Sll dated 29<sup>th</sup> October 2009
- b) My entitled family members including the spouse who is pensioner or in the employment of Government of Haryana and who is also eligible to draw the benefit promised by the scheme put in place vide memo No. 13/19/2008-2Sll dated 29<sup>th</sup> October 2009 shall not avail the benefit promised by the scheme put in place vide memo No. 13/19/2008-2Sll dated 29<sup>th</sup> October 2009 separately for the current block of four years regulating the LTC.  
OR

My entitles family members including the spouse, who is pensioner or in the employment under the Central Government or any other State Government or under any other organization/ Institution/ body, etc. wholly or substantially owned or controlled by the Central Government of any State Government shall no avail of the faculties of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/ Signature of the concerned pensioner

Counter Signed

Name/designation/ Signature of the spouse of the concerned pensioner

**UNDERTAKIN-G No. 02**

(under para 1(iii) of instruction in memo No. 13/19/2008-SII dated 29<sup>th</sup> Oct 2009) It is hereby undertaken that

1. I am eligible to draw the benefit promised by the scheme put in place vide memo 13/19/2008-2SII dated 29<sup>th</sup> October 2009.
2. None amongst my entitled family members including the spouse is either pensioner or in service of Government of Haryana or in service under the Central Government of any other State Government or under any other organization/ institution/ body etc. wholly or substantially owned or controlled by the central Government or any State Government.

Name/ designation/signature of the concerned pensioner

Countersigned

**Report/ Verification by The Pension Section**

Presently the retirement employee/ officer mentioned overleaf is drawing pension as under:-

1. Basic Pension \_\_\_\_\_
2. Dearness Allowance Rs. \_\_\_\_\_
3. Total (1+2) Rs. \_\_\_\_\_

Superintendent (Pension)

Assistant/Clerk (Pension)

**Report/ Recommendation of T.A. Section**

Claim of Sh. \_\_\_\_\_ retired employee \_\_\_\_\_ Designation \_\_\_\_\_ has been examined properly and found correct. Nothing has been paid to him earlier on account of LTC/HTC for the block of four years 2024–2027 (01.01.2024 to 31.12.2027)

It is therefore proposed the he/she may be allowed payment of one month's pension i.e. Rs. \_\_\_\_\_ in lieu of LTC/HTC for the block of four years 2024 – 2027 (01.01.2024 To 31.12.2027).

Superintendent (Accounts)

Assistant/Clerk (Accounts)