

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated Guwahati the 18th November, 2024

Rules and Guidelines, supplementary to the existing Leave Travel Concession (LTC) and Home Travel Concession (HTC), for the Judicial Officers under the Gauhati High Court:-

1. Applicants must complete the Application Form, attached with this notification, and submit it with ***Annexure-A***, which includes the Declaration Form for the Dependent Family Members and the Self-Declaration Form.
2. Applications shall be submitted to this Registry through the designated controlling authority at least 45 days prior to the commencement of the journey.
3. The application shall explicitly mention the purpose of the visit, travel dates (including commencement and return), the applicable block period, and the intended place of visit, by the shortest possible route, as per existing Rules.
4. Judicial Officers availing LTC/HTC shall specify their intended mode of travel, as per existing Rules.
5. Applicants shall provide particulars of accompanying dependent family members (including spouse and children, mentioning their respective age).
6. If the applicant's spouse is employed, he/she must clearly mention designation, name of office, and address of the office and whether his/her spouse intends to avail of that particular LTC/HTC.
7. Applicants shall declare that they have not availed LTC/HTC in the same block year.

8. Retired Judicial Officers who have carried forward their LTC/HTC for one year shall submit Non-Drawal Certificate from the Presiding Officer of the station where he/she last served clearly mentioning the last block period for which he/she desires to avail the LTC/HTC along with his/her application.

By Order
Sd/-Chatra Bhukhan Gogoi
REGISTRAR(VIGILANCE)

Memo No. No.HC.VII-168/11010/2024/A

Dated 18.11.2024

Copy to:-

1. The L.R.-cum- Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati for information.
2. The Commissioner & Secretary to the Govt. of Assam, Legislative Department, Dispur, Guwahati.
3. The Principal Accountant General, Assam, Beltola, Maidamgaon, Guwahati.
4. The District and Sessions Judge, _____
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Joint Registrar (_____), Gauhati High Court, Guwahati.
7. The Private Secretary to Hon'ble Mr. Justice _____, Gauhati High Court, Guwahati
8. The Administrative Officer (J) (_____), Gauhati High Court, Guwahati
9. The Project Manager, Gauhati High Court, Guwahati for uploading in the Gauhati High Court website
10. The C.A. to Registrar General/ Registrar (Admn.)/ Registrar (Vigilance)/ Registrar (Judicial)/ Registrar (Estt.), Gauhati High Court, Guwahati
11. The Deputy Director, Printing & Stationery, Assam Govt. Press, Bamunimaidan, Guwahati for publication of the Notification in the Assam Gazette.


18/11/2024
REGISTRAR (VIGILANCE)

APPLICATION FORM FOR JUDICIAL OFFICERS WHO INTEND TO AVAIL LEAVE TRAVEL CONCESSION (LTC) /HOME TRAVEL CONCESSION (HTC)

1. Name and Designation:

2. Post Holding and District:.....

3. Date of Joining :

4. Date of Journey (starting and return journey) :.....

5. Leave Travel Concession (LTC) /Home Travel Concession (HTC):.....

6. Block period for which LTC/HTC to be availed :.....

7. Block period for which LTC/HTC was availed last :.....

8. Intended place of visit:-

From:..... To.....

9. Period and nature of leave granted:.....

N.B. (Leave application to be separately submitted to the authority concerned)

10. Purpose of the visit:-.....

11. Requirement for advance payment for the proposed LTC (80% of the Proposed LTC admissible): Yes/ No

12. Particulars of the family members accompanying the Officer:-

| Sl. No | Name | Age | Relation to the Officer | Occupation, Designation and the institution of workplace | Dependency claiming or not |
|--------|------|-----|-------------------------|--|----------------------------|
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13. Is your spouse employed? Yes/No

If yes, mention his/her name :-

Designation:-

Name and Address of the Office:-

Does he/she intend to avail this particular LTC/HTC for the block period of ? - Yes/No

14. Declaration:- Have not availed any LTC/HTC for this particular block period of

Certified that the information as mentioned above is true and if any information is proved to be false, I am liable to any punishment deemed fit by the authority.

Date:

Place:

Signature of the Applicant

Family Dependency Declaration Form for Leave Travel Concession/ Home Travel Concession

Date:-

Name of the Judicial Officer :-
Designation and Place of Posting :-
Date of Joining :-

Details of Dependent Family Members

| Sl. No. | Name of the members of family | Date of birth | Relationship to the Officer | Marital status | Occupation | Monthly income |
|---------|-------------------------------|---------------|-----------------------------|----------------|------------|----------------|
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I hereby undertake that the family members whose names are mentioned above are wholly dependent upon me and income of each member from all sources (Except spouse) does not exceed the minimum family pension prescribed in Central Government and dearness relief thereon [Office Memorandum no. DOPT-1714455840135, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, ESTT.(Estt. A-IV), dated 30 April, 2024]

Place:-

Date:-

Signature of the Judicial Officer

Note:- Definitions of Dependent family members for the purpose of LTC/HTC. –Rule 4 (d) of Central Civil Services (LTC) Rules, 1988.

- (i) The Government servants wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not.
- (ii) Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant.
- (iii) Parents and/or stepparents (stepfather and stepmother) who are wholly dependent on the Government employees, irrespective of whether they are residing with the Government employee or not.
- (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husband or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

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Self – Declaration of Applicant for LTC/HTC

1. Ihereby, declare that I have not availed Leave Travel Concession (LTC)/ Home Travel Concession(HTC) in respect of myself or my family members for the block period of
2. That my family members whose names are mentioned in the application are wholly dependent upon me and the income of each member (except spouse) from all sources does not exceed the minimum family pension prescribed in Central Government and dearness relief thereon [**Office Memorandum no. DOPT-1714455840135, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, ESTT.(Estt. A-IV), dated 30 April, 2024**].
3. Tick whichever is applicable:-
 - a. **(For Unemployed Spouse)** That my spouse is not employed.
 - b. **(For Employed Spouse with LTC/HTC facilities working in Government, PSU/Corporation/Autonomous Body that is partially or fully funded by the government)**. That my spouse for whom LTC/HTC is claimed is employed in.....
(name of the institution and designation) which provides LTC/HTC facilities but he/she has not been availed the concession and will not avail the same, separately for himself/herself or for any family members from his/her employer for the block period of.....
 - c. **Employed Spouse without LTC/HTC facilities.**

Place:-

Date:-

**Signature and Designation
of the applicant**

ca