

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PENSION POLICY AND COORDINATION BRANCH)**

Dated: Chandigarh: 30.05.2022

To

- I. All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative, Secretaries to Government of Punjab.
- II. All Head of Departments of the State;
- III. All Commissioners of Divisions;
- IV. The Registrar, Punjab and Haryana High Court, Chandigarh;
- V. All Deputy Commissioners and District & Sessions Judges and;
- VI. Secretary, Punjab Vidhan Sabha.
- VII. All Pension Disbursing Banks

**Subject: - Clarification regarding payment of Leave Travel concession to Punjab Government employees and Travel Concession to the Punjab Government pensioners**

Sir/Madam,

I am directed to invite a reference to the subject cited above and to say that Finance Department has issued an instruction regarding payment of Travel Concession to only one pensioner in case both husband and wife are the Punjab Government pensioners vide letter no. 1/40/98-IFP3/15734 Dated-16-12-98.

2. Now it has come to the notice of the Government that some of the Pension Disbursing banks are making payment of Travel concession to both husband and wife who are Punjab Government pensioners, which is in contradiction of Punjab Government letter no. 1/40/98-IFP3/15734 Dated-16-12-98.
3. In addition to above, in the cases where one of the spouse is Punjab Government employee and the other is Punjab government Pensioner, it has been clarified that LTC can be extended to only one of them. Both the husband and wife cannot claim the LTC/TC separately.
4. All the Pension Disbursing banks are hereby directed to obtain undertaking as per Annexure A before disbursing the Travel Concession with the pension of June, 2022 paid in July, 2022.
5. All Leave Travel Concession sanctioning Authorities are also requested to obtain undertaking in the prescribed format (Annexure 'B') before sanctioning the LTC to any Punjab Government employee.

Yours faithfully,

  
(Jaswinder Singh)

Under Secretary Finance

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A copy of the above is forwarded (included one spare copy) to the following for information and necessary action: -

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh.
3. Accountant General,(A&E) Uttarakhand, Obrai Motor Building, Saharanpur Road Majra, Dehradun.
4. Accountant General,(A&E), Allahabad, U.P.
5. Accountant General,(A&E), Jammu, J&K

  
Under Secretary Finance

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A copy of the above is forwarded to the following for information and necessary action:-

1. The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
2. The Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
3. All the District Treasury Officer / Treasury Officers.
4. Superintendent Finance Budget-1 Branch.
5. Superintendent Finance Budget-2 Branch.
6. State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh.

*Jamunor S*  
Under Secretary Finance  
*Ar*

A copy of the above is forwarded to the following for information and necessary action:-

1. The Chief Secretary to Govt .of Punjab, Chandigarh.
2. The Resident Commissioner, Punjab Bhawan, New Delhi.
3. The Principal Secretary Finance, Uttarakhand-4, Subhash Road, Secretariat Deharadoun-248008.

*Jamunor S*  
Under Secretary Finance  
*Ar*

A copy of the above is forwarded to the following for information and necessary action:-

1. The Registrar, Agriculture University, Ludhiana.
2. The Registrar, Punjabi University, Patiala.
3. The Registrar, Guru Nanak Dev University, Amristar.
4. The Registrar, Punjab University, Chandigarh.
5. The Registrar Dr. B.R. Ambedkar Technical University, Jalandhar.
6. The Registrar, Guru AangadDev University Vetinary and Animal Science, Ludhiana.
7. The Registrar, Baba Farid Medical Sciences and Research University, Faridkot
8. The Registrar, Guru RavidasAyurvedic University, Hoshiarpur.

*Dimple*  
30/5/2022  
Superintendent  
*Ar*

A copy of this is also forwarded to the following for information and necessary action:-

1. Accountant General (A & E), Punjab. Pension-III Branch, Sector 17, Chandigarh
2. Accountant General (Audit), Punjab, Chandigarh
3. Accountant General, Haryana, Chandigarh.
4. Accountant General, Himachal Pradesh, Shimla.
5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh.
6. The Secretary, Punjab Vidhan Sabha.
7. All District Treasury Officers and Treasury Officers in the State of Punjab;
8. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi.
9. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh;
10. Director, Public Relations, Punjab, Chandigarh;
11. Chief Accountant, Reserve Bank of India, Department of Government and BankAccounts, Central Office C-7, BandraKurla Complex, Post Box No.8143, Bandra Mumbai.

*Dimple*  
30/5/2022  
Superintendent  
*Ar*



A copy of the above is forwarded to the following for information and necessary action:-

1. General Manager, Operation, Parliament Street, State Bank of India, New Delhi;
2. Development Manager (P&S Banking, State Bank of Patiala), H.O., The Mall, Patiala;
3. Regional Manager, Indian Overseas Bank, Showroom Nos. 11-13, Madhya Marg, Sector-7-C, Chandigarh ;
4. Regional Manager, Central Bank of India, Regional Office, 427-A Ghumar Mandi Ludhiana ;
5. Regional Manager, Central Bank of India, Regional Office, 1, Queens Road, Civil Lines, Amritsar
6. Regional Manager, State Bank of India, Zonal Office PB Nos 113, 68-69 Bank Square Sector-17, Chandigarh;
7. The Zonal Manager, Bank of India 181-82, Sector 17, Chandigarh;
8. Punjab National Bank, Feroze Gandhi Market, Ludhiana.;
9. Regional Manager, Punjab National Bank, Regional Office, Neeland Road, Amritsar;
10. Regional Manager, Punjab National Bank, Regional Office Feroze Gandhi Market, Pakhowal Road, Ludhiana ;
11. Regional Manager, Punjab National Bank, Regional Office, Civil Lines, Jalandhar
12. Regional Manager, Punjab National Bank, Regional Office, Jalandhar Road, Hoshiarpur
13. Regional Manager, Punjab National Bank, Kapurthala;
14. Zonal Office, Punjab National Bank, Sector 17, Chandigarh ;
15. Manager, State Bank of India, Banking operations department, Local Head office, Sector-17, Chandigarh;
16. Zonal Manager, United Commercial Bank, Zonal Office, SCO no. 1092-93, Sector-22 C, Chandigarh;
17. Divisional Manager, United Commercial Bank, Divisional Bank, 1<sup>st</sup> floor, Bank Square, Sector 17, Chandigarh;
18. Divisional Manager, United Commercial Bank Bldg., 3<sup>rd</sup> floor, Sector-17, Chandigarh
19. Divisional Manager, United Commercial Bank, MC Chowk, Jalandhar ;
20. Regional Manager, PNB, Dharamshala, HP.
21. Regional Manager, Punjab National Bank, Regional Office, Karnal, Haryana;
22. Regional Manager, Oriental Bank of Commerce, Sector – 17, CHD.
23. Sh.S.D.Sobati, The President, Government Pensioners Association, Kothi no. 2786, Sector-22-C, Chandigarh.
24. Sh.Puran Chand, General Secretary, The President, Punjab Secretariat Services (Retd.) Officers Association. H.No.222, Sector-44A, Chandigarh.
25. The Secretary, Punjab State Electricity Board, The Mall, Patiala;
26. President, Punjab Government Pensioners Association (Regd.) Ferozepur
27. Examiner, Local Fund Accounts, Punjab, Chandigarh ;
28. Regional Manager, Oriental Bank of Commerce, The Mall, Patiala ;
29. Regional Manager, Oriental Bank of Commerce, The Main Road, Jalandhar;
30. Regional Manager, Punjab & Sind Bank, Sector-17, Chandigarh ;
31. Manager, Indian Overseas Bank, Regional office, 550/1, College Road, Fountain Chowk, Civil Line Ludhiana
32. Chief Manager (Regional Office) Central Bank of India, SCO No. 68-69, Bank Square, Sector-17B, Chandigarh
33. Regional Manager, Indian Bank, SCO-189-192, Sector-7 C, Chandigarh ;
34. J.K. Sharma Sanchalok Pensioners Helpline 169/2 HiraMahal Colony Nabha, (Distt) Patiala..
35. The Registrar, Guru Nanak Dev University Amritsar.
36. President, Pensioners and Senior Citizens Welfare Association, 762, Sector-60-Mohali.
37. President, Pensioners Welfare Association, Room number - 110, D-Block, Mini Secretariat, Patiala – 147 001.
38. President, Retired Teachers and other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.



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39. President, Government Pensioners Association,#3018,Sector 28-D, Chandigarh, 160018.
40. Principal Secretary FinanceUttarakhand-4, Subhash Road, Secretariat Dehradun 248001.
41. Accountant General Uttarakhand, Oberoi Motor Building, Saharanpur Road Majra, Dehradun-248171.
42. General Manager, Punjab National Bank, Transaction Banking Division, Rajindra Bhawan, Rajindra Place, New Delhi
43. Sh A. N. Sharma Pensioners Association (Regd.) KothiNo :820 Phase 7 Mohali
44. Uco Bank Head office, Finance Department 2 India Exchange Place 3<sup>rd</sup>Floor,kolkatta 700001
45. Accountant General,(A&E) Allahabad Uttra Pradesh.
46. General Secretary,Govt. Pensioner Association(Regd)1618, Sector 15, Panchkula.(20 copies)
47. Sh. Karam Singh Dhanoa, President, Punjab Govt. Pensioners Association Distt. S.A.S. Nagar (Mohali, # MIG(I),4747, Sector 70, Mohali
48. Sh. Mohan Singh, General Secretary, President, Punjab Govt. Pensioners Association Distt. S.A.S. Nagar(Mohali, #2755, Phase-7, Mohali
49. Asst. General Manager, State Bank of India, C.P.P.C. 2<sup>nd</sup> Floor, Sector 5, Panchkula
50. President Punjab Irrigation Retd. Engineers Welfare Association, SCO 212, Sector 36-D , Chandigarh.
51. Pritpal Singh, President, State Karamchari Cell, BJP, Punjab, B-XXV-1028/4, Basti Jodhewal, Ludhiana
52. Sh. PremSagar Sharma, President, Punjab State Pensioners Mahasangh, Ward No. 3, Samrala.
53. Punjab Pensioners Welfare Association (Regd.), Distt: Hoisharpur, Head Office: Room No:19, Mini Secretariat, Hoisharpur.
54. Excise and Taxation Department, Punjab, Pensioners Welfare Association, # 2063-B/5, Shergill Residence (Nani House), Guru TegBahadur Nagar, Lehal, Patiala.
55. Sh. Sukhdev Singh DIG (R), Former Director, President Punjab Police Pensioners Welfare Association, Chandigarh, Room No:716-A, 7th Floor , Punjab Police Hqrs, Chandigarh.
56. Sh. B.R. Gupta, General Secretary, Punjab Raj Pensioners Union, Chandigarh, # 847 sec-11, Panchkula-134109.
57. Sh. Dewan Garg, President, Senior Citizen (P&S) Welfare Association, 43, Power Colony, Lehra Muhabbat, Distt. Bhatinda (Punjab) -151111.
58. Sh. Sanjay Khosla, Safai Majdoor Union (Regd.), Town Hall, Amritsar.
59. Punjab Excise & Taxation Pensioners Welfare Association, 724-Block 1, Bhai Randhir Singh Nagar, Ludhiaba – 141012.
60. Chairman, Pensioners Information Centre Management Committee, Mini Secretariat, Ludhiana.
61. The Regional Manager, Punjab National Bank (Pension Branch), Regional Office, Bikajee Park, New Delhi.
62. General Secretary, BBMB Pensioners & Senior Citizen Welfare Association, H.No.500, Mohalla Indra Nagar, Nangal Township, Distt. Ropar (Punjab).

*Dimple*  
20/5/2022  
Superintendent  
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ANNEXURE - AUndertaking by Pensioner

1. I \_\_\_\_\_ am pensioner of Punjab Govt. and my PPO no. is \_\_\_\_\_.

2. I hereby declare that particulars of my spouse is as under:-

Name:

Employed/Pensioner:

Name of the Department:

IHRMS Code/PPO No.

Date of Retirement:

Name of Pension disbursing bank:

Bank Branch Name:

Bank Account No:

3. Whether spouse is claiming LTC from his/her department. (if no, a certificate in this regard from the LTC sanctioning authority must be attached if the pensioner opts to claim LTC.)

4. Whether spouse is claiming Travel concession from his/her pension disbursing bank. (If no, a certificate in this regard from the pension disbursing bank of the spouse must be attached if the pensioner opts to claim LTC)

5. As my spouse is not claiming/availing any LTC/TC from his/her employer or from pension disbursing bank as stated above, I hereby opt to draw Travel Concession with my pension.

OR

As my spouse is claiming/availing any LTC/TC from his/her employer or from pension disbursing bank as stated above, I hereby opt not to draw Travel concession with my pension.

Signatures



ANNEXURE - BUndertaking by employee

1. I \_\_\_\_\_ am employee of Punjab Govt. and my department is \_\_\_\_\_.

2. I hereby declare that particulars of my spouse is as under:-

Name:

Employed/Pensioner:

Name of the Department:

IHRMS Code/PPO No.

Date of Retirement:

Name of Pension disbursing bank:

Bank Branch Name:

Bank Account No:

3. Whether spouse is claiming LTC from his/her department. (if no, a certificate in this regard from the LTC sanctioning authority must be attached if the employee opts to claim LTC.)

4. Whether spouse is claiming Travel concession from his/her pension disbursing bank. (If no, a certificate in this regard from the pension disbursing bank of the spouse must be attached if the employee opts to claim LTC)

5. As my spouse is not claiming/availing any LTC/TC from his/her employer or from pension disbursing bank as stated above, I hereby opt to draw Leave Travel Concession.

OR

As my spouse is claiming/availing any LTC/TC from his/her employer or from pension disbursing bank as stated above, I hereby opt not to draw Leave Travel concession.

Signatures