

Government of Punjab
Department of Finance
(Finance Pension Policy and Coordination Branch)

To

- i) All Special Chief Secretary/Additional Chief Secretaries/Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab;
- ii) All Heads 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;
- (vi) Secretary, Punjab Vidhan Sabha;
- vii) All Pension Disbursing Banks.

Sub: Clarification regarding payment of Leave Travel concession to Punjab Government employees and Travel Concession to the Punjab Government pensioners and simplification of procedure for submission of Annexure-A thereof.

Sir/Madam,

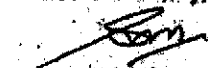
I am directed to invite a reference to the Letter No. FD-FPPCOMISC/284/2021-3FPPC/1/369001/2022, Dated: 30.05.2022 on the subject cited above vide which Finance Department has issued instructions regarding payment of Travel Concession to only one pensioner in case both husband and wife are the Punjab Government pensioners and also in case where one of the spouse is Punjab Government employee and the other is Punjab Government pensioner. All the Pension Disbursing Banks have to obtain undertaking as per Annexure 'A' before disbursing the same.

2. As part of the Government's continuous efforts to simplify procedures and avoid inconvenience for pensioners, after careful consideration, it has been decided that, subject to the condition laid herein, following shall be exempted from submitting Annexure-A every two years:-

- (i) whose spouse is not in Government service;
- (ii) whose spouse is "no longer alive"/deceased, or
- (iii) who himself/herself is a family pensioner.

However, such pensioners shall be required to furnish Annexure-A only once during their lifetime while claiming LTC/TC through the concerned Pension Disbursing Authority (PDA).

Yours faithfully,


(Saroj)
Under Secretary, Finance
06-07-2026

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**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.

08 JUN 2022

Yours faithfully,

Jaswinder Singh
(Jaswinder Singh)

Under Secretary Finance

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, Orai Motor Building, Saharanpur Road Majra, Dehradun.
4. Accountant General, (A&E), Allahabad, U.P.
5. Accountant General, (A&E), Jammu, J&K.

Jaswinder Singh
Under Secretary Finance

PPCB

File No.FD-FPPCOMISC/284/2021-3FPPC

ANNEXURE - A**Undertaking 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 - B

Undertaking 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

114 (97) 3034 15-12-11 96

No. 174/2000-37PPG/1219
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY & COORDINATION BRANCH)

Dated Chandigarh, the 19-10-2011

To

All Heads of Departments,
All Commissioners of Divisions,
Registrar, Punjab and Haryana High Court,
All District and Session Judges and
All Deputy Commissioners in the State.

Subject :- Grant of benefit of Travel Concession to the family pensioners of Punjab Government.

Sir/Madam,

I am directed to invite a reference to the instructions contained in part (d) of the Government letter No. 1/15/39-1EPH/8078, dated the 31st August, 1979, as amended from time to time, on the subject cited above and to say that the Governor of Punjab is pleased to decide that the benefit of Travel Concession admissible to the Punjab Government pensioners shall be admissible to the family pensioners also subject to the following conditions:-

- (a) The amount of Travel Concession payable under these orders shall be equal to one month's basic family pension.
- (b) In the case of those family pensioners who were in receipt of family pension prior to the 1st January, 2010, the block of two years shall commence from the 1st January, 2010 and the first payment of Travel Concession will be payable to them in January, 2012. Thereafter also, the Travel Concession will be payable to them in the month of January after the completion of every block of two years.
- (c) In the case of those family pensioners who start receiving family pension after the 1st January, 2010, the block of two years shall continue to be determined in the same manner as was determined in the case of the deceased pensioner.
2. The other conditions already notified for grant of Travel Concession to pensioners shall remain the same and shall apply mutatis mutandis in the case of family pensioners also.
3. The orders shall come into force with immediate effect.
4. Necessary amendment(s) in the rules will be made in due course.
5. Punjabi version of this letter will follow in due course.

Yours faithfully,

(Signature)
(Name)
Joint Secretary, Finance

A copy is forwarded to the :-

1. Chief Secretary to the Government, Punjab;
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab.

SPD
12/14/12
File 427
pl. put up cA

26/12/11

29/12/11 File 427

pl. put up cP

29/12/11

31/12 File 112