

Sub :- LTC – Simplified Procedure		
Sr. No.	Existing Procedure	New Procedure
Stage-1 At Division Office (XEN Level)		For LTC Permission: 1. The applicant/employee will himself/herself apply for LTC permission online to the concerned DDO. For sanction of casual leave / earned leave, the applicant shall apply on the respective module. 2. For the category of Group C & D, DDO will decide himself and send it online to LTC Manager in the office of CE/HQ in case of Group A & B posts. 3. LTC manager will examine the case online and send it to the CE/HQ for approval online. 4. CE/HQ will approve/reject the LTC online. If approval of Principal Secretary is required (in case of CE), then CE/HQ will forward the case to the Principal Secretary. Principal Secretary will approve/reject the LTC online. 5. Automatically the Sanction regarding the action taken will be generated online by the system, the moment the competent authority approves/rejects the case and a copy of the sanctioned letter will be sent to the following: - I) Applicant II) DDO/In- charge. III) CE/HQ <u>For LTC Claim:</u> 1. After availing LTC, the employee will himself/herself apply for LTC claim online to the concerned DDO. 2. Bill Clerk in the office of DDO will examine the case and forward it to DDO for approval.
1.	Applicant submits his/her application to Sub Division Office.	
2.	Sub Division Office forwards the application to Division Office.	
3.	In Division Office, Superintendent marks the application to Diary Clerk.	
4.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
5.	Letter is delivered to marked assistant.	
6.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
7.	Superintendent forwards the file to XEN of Division.	
8.	XEN approves file and down marks to Superintendent.	
9.	Superintendent down marks the file to Assistant.	
10.	Assistant makes a draft and send the file to Superintendent for Sign.	
11.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
12.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
13.	Dispatch clerk either posts or sends the letter through dak runner to Circle Office.	
Stage-2 At Circle Office (SE Level)		
1.	SE marks the letter to Superintendent.	
2.	Superintendent marks the Letter to Diary Clerk.	
3.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4.	Letter is delivered to marked assistant.	
5.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6.	Superintendent marks the file to SE.	
7.	SE gives approval to send the letter	

	to HO and down marks the file to Superintendent.	<p>3. Automatically the Sanction regarding the action taken will be generated online by the system, the moment the DDO approves the case and a copy of the sanctioned letter will be sent to the following: -</p> <p>I) Applicant</p> <p>II) Treasury(via offline mode)</p>
8.	Superintendent down marks the file to Assistant.	
9.	Assistant makes a draft and send the file to Superintendent for Sign.	
10.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12.	Dispatch clerk either posts or sendsthe letter through dak runner to HO.	
Stage-3 At Head Office (CE Level)(for EE-1 Branch)		
1.	In CE office, letter is received in Issue & Receipt Branch.	
2.	Issue and Receipt branch forwards the letter to EE1 branch.	
3.	EE1 branch Superintendent marks the letter to diary clerk.	
4.	Diary Clerk registers the letter in diary register and assigns a diary number.	
5.	Letter is delivered to corresponding assistant.	
6.	Assistant marks the letter to Clerk.	
7.	Clerk puts up the letter in concerned file and marks the file to assistant.	
8.	Assistant examines and deals the file.	
9.	Assistant marks the file to Superintendent.	
10.	Superintendent marks the file to SE/HQ.	
11.	SE/HQ marks the file to CE/HQ.	
12.	CE/HQ gives the approval and down marks the file to SE/HQ.	
13.	SE/HQ down marks the file to Superintendent.	
14.	Superintendent down marks the file to Assistant.	
15.	Assistant down marks the file to Type Clerk.	
16.	Type Clerk types the draft and marks the file to assistant.	
17.	Assistant checks the draft and	

	forwards the Draft to Superintendent.
18.	Superintendent signs the draft and marks the file to Dispatch Clerk.
19.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
20.	Dispatch clerk send the sanctions to the applicant and concerned branches and marks the file back to corresponding assistant.
Stage-3 At Head Office (CE Level)(for EE-2 Branch)	
1.	In CE office, letter is received in Issue & Receipt Branch.
2.	Issue and Receipt branch forwards the letter to EE-2 branch.
3.	EE-2 branch Superintendent marks the letter to concerned assistant and gives it to diary clerk.
4.	Diary Clerk registers the letter in diary register and assigns a diary number.
5.	Letter is delivered to concerned assistant.
6.	Assistant marks the letter to Clerk.
7.	Clerk puts up the letter in concerned file and marks the file to assistant.
8.	Assistant examines and deals the file and sends to Superintendent.
9.	Superintendent marks the file to SE/HQ.
10.	SE/HQ gives approval and gives back to SE/HQ's branch and sends to CE/HQ for approval.
11.	CE/HQ gives the approval and down marks the file to SE/HQ.
12.	SE/HQ marks the file to Superintendent/EE-2.
13.	Superintendent down marks the file to Assistant.
14.	Assistant down marks the file to Type Clerk.
15.	Type Clerk types the draft and marks the file to assistant.
16.	Assistant checks the draft and forwards the Draft to Superintendent.
17.	Superintendent signs the draft and

	marks the file to Dispatch Clerk
18.	Dispatch Clerk assigns a dispatch number.
19.	Dispatch clerk send the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant.
Stage-3 At Head Office (CE Level)(for Admin Branch- for permission)	
1.	Applicant submits his/her application to his/her branch.
2.	Branch forwards the application to Admin branch.
3.	Admin branch Superintendent marks the application to diary clerk.
4.	Diary Clerk registers the application in diary register and assigns a diary number.
5.	Application is delivered to marked assistant.
6.	Assistant marks the application to Clerk.
7.	Clerk puts up the application in concerned file and marks the file to assistant.
8.	Assistant examines and deals the file.
9.	Assistant marks the file to Superintendent.
10.	Superintendent marks the file to Registrar.
11.	Registrar marks the file to XEN/HQ.
12.	XEN/HQ marks the file to CE/HQ.
13.	CE/HQ gives the approval and down marks the file to XEN/HQ.
14.	XEN/HQ down marks the file to Registrar.
15.	Registrar down marks the file to Superintendent.
16.	Superintendent down marks the file to Assistant.
17.	Assistant down marks the file to Type Clerk.
18.	Type Clerk types the draft and marks the file to assistant.
19.	Assistant checks the draft and forwards the Draft to Superintendent.
20.	Superintendent forwards the draft

	to Registrar to sign.
21.	Registrar signs the draft and down marks the file to Superintendent.
22.	Superintendent marks the file to Dispatch Clerk.
23.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
24.	Dispatch clerk send the sanctions to applicant and concerned branches and marks the file back to corresponding assistant.
Stage-3 At Head Office (CE Level)(for Admin Branch- for claim)	
1.	Applicant submits his/her application to his/her branch.
2.	Branch forwards the application to Admin branch.
3.	Admin branch Superintendent marks the application to diary clerk.
4.	Diary Clerk registers the application in diary register and assigns a diary number.
5.	Application is delivered to marked assistant.
6.	Assistant marks the application to Clerk.
7.	Clerk puts up the application in concerned file and marks the file to assistant.
8.	Assistant examines and deals the file.
9.	Assistant marks the file to Superintendent.
10.	Superintendent marks the file to Registrar.
11.	Registrar marks the file to XEN/HQ.
12.	XEN/HQ marks the file to CE/HQ.
13.	CE/HQ gives the approval and down marks the file to XEN/HQ.
14.	XEN/HQ down marks the file to Registrar.
15.	Registrar down marks the file to Superintendent.
16.	Superintendent down marks the file to Assistant.
17.	Assistant down marks the file to Type Clerk.
18.	Type Clerk types the draft and marks the file to assistant.

19.	Assistant checks the draft and forwards the Draft to Superintendent.
20.	Superintendent forwards the draft to Registrar to sign.
21.	Registrar signs the draft and down marks the file to Superintendent.
22.	Superintendent marks the file to Dispatch Clerk.
23	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
24	Dispatch clerk send the sanctions to applicant and concerned branches and marks the file back to corresponding assistant.

Stage-4 At Government Level (Secretary Level)

1.	Letter of HO is received in concerned Branch of Secretariat.
2.	Letter is marked to the Superintendent.
3.	Superintendent marks the letter to Senior Assistant.
4.	After diarized, Senior Assistant puts the file to Superintendent.
5.	Superintendent again puts up the file to concerned Officer who signs the sanction letter.
6.	File is down marked to Superintendent and Senior Assistant.
7.	Senior Assistant marks the file to Dispatcher who dispatches letter.
8.	Letter is received in HO.
9.	In HO same procedure is re iterated.