

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Centralization of service w.r.t. finalization of LTC Bills and grant of increment**

It has been observed that majority of complaints being received in Suvidha Camp(s) or on other platforms, are from employees and pertain to pay fixation, increment, pending LTC claim etc. There is delay in accord of increment to the employees in the month of January or July as per applicability and the LTC claims are not being settled timely.

**A- LTC MATTERS**

1. Earlier, all the LTC cases were dealt with by Secretary Accounts Branch, under Accounts Department but later on the LTC cases were decentralized and allocated to respective accounting units along with budget allocation to these units. As of now, the LTC claims are being considered by respective field/accounting units and LTC cases of the departments where there is no accounting unit, are being examined/ finalized by Secretary Accounts Branch, under supervision of Director (Accounts).

2. In order to resolve grievances of the employees and considering the grave shortage of accounts functionaries /AAOs, the LTC matters are centralized as was earlier practice. This will facilitate uniformity/parity of approach and smooth functioning.

3. Accordingly, all LTC claims shall be examined/ settled by Secretary Accounts Branch.

4. **This shall be effective from 1<sup>st</sup> January 2023.** It may be noted that all the pending cases be disposed of at the earliest and there should not be any pendency up to 31.12.2022. A fortnightly report (w.r.t. total LTC cases at the beginning of the period, No. of cases disposed, pendency at the end of the period) shall be sent to Director Accounts by Accounts Officers/Sr. Accounts Officers in r/o all subordinate offices.

**B- INCREMENTS**

1. Similarly, in r/o pay related issues being catered through Payroll, the Computer Billing Section (CBS) will grant increment on the due date to all incumbents (January/July, as the case may be). Such action will be initiated on the basis of last order received in CBS in r/o an individual employee unless a fresh order superseding the previous position of pay is forwarded by Personnel Department (including Court Orders and/or Orders issued by disciplinary authority)

2. In order to handle the additional work load, necessary posting/transfer of ministerial staff/accounts functionaries, as may be considered appropriate by Director (Accounts), will be taken up with Director (Personnel).

3. **This shall be applicable with immediate effect.**

**This issues with the prior approval of Chairperson**

Director-Finance

Director - Accounts

Director – Personnel (I/II)

Director-Education

Director - Vigilance

Copy to :

1. All HODs - for circulation and necessary action
2. All Accounts functionaries - for compliance
3. P.S. to Secretary - for information of Secretary
4. P.S. to F.A. - for information of F.A.
5. P.S. to Chairperson - for information of Chairperson