

Government of West Bengal

Finance Department

(Audit Branch)

325, Sarat Chatterjee Road,

Nabanna, Howrah-711102

No. 3343-F(P2)

Dated 11/09/2025

MEMORANDUM

Subject: Extension of the current LTC/HTC Block-period

In terms of No. 7370-F dated 09/10/2015 of Finance Department, the following travel concessions are admissible to State Government employees: (a) One Home Travel Concession (HTC) once in every five years for visiting any place within the State of West Bengal; and (b) One Leave Travel Concession (LTC) once in every ten years for visiting any place within India or in the specified neighbouring countries.

2. It has, however, been brought to the notice of the Government that a considerable number of employees have either not been able to avail of, or are not in a position to avail of, the facility of LTC/HTC within the current block period. The matter of extension of the current block period has accordingly been under consideration of the Government.
3. After careful consideration, the Governor is pleased to decide that State Government employees who are unable to avail of the LTC and/or HTC within the current block period may be allowed to avail of the same within the first year of the next block i.e. during the extended period of one year.
4. Consequently, the current block period for:
 - a. LTC, which is scheduled to end on 31/10/2025, shall stand extended up to 31/10/2026; and
 - b. HTC, which is scheduled to end on 31/10/2025, shall likewise stand extended up to 31/10/2026.
5. It is, however, clarified that the next regular block period for both LTC and HTC shall commence as usual from 01/11/2025, notwithstanding the above extension.

This extension of the current block period by one year is a one-time relaxation granted to employees who could not avail of the benefit within the stipulated time. It shall not alter or postpone the commencement of subsequent block periods. Other terms and conditions for availing LTC / HTC will remain unchanged.

Sd/- P. K. Mishra

Additional Chief Secretary

to the Government of West Bengal

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 1
2. The Principal Accountant General (Audit) West Bengal, Treasury Buildings, Kolkata – 1
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3rd M.S.O. Buildings, 5th Floor, Block-DF, Salt Lake, Kolkata – 700 064
4. The Additional Chief Secretary/Principal Secretary / Secretary.....(All Departments)
5. The Commissioner.....Division(All)
6. The Director of Treasuries & Accounts, West Bengal
7. The District Magistrate/District Judge/Superintendent of Police.....(All)
8. The Sub-Divisional Officer.....(All)
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
10. The Registrar & D.D.O., Finance (Accounts) Department, West Bengal Secretariat, Nabanna, Howrah – 711102
11. Treasury Officer.....(All)
12. Shri Sumit Mitra, Network Administrator, Finance Department, for uploading this Notification in the Finance Department's Website.



Additional Secretary

to the Government of West Bengal