

Government of Jammu & Kashmir  
Civil Secretariat: Tourism Department  
Srinagar/Jammu

**Subject:** Permission to avail Earned Leave (under LTC) in favour of Ms. Heena Mumtaz, Head Assistants Tourism Department.

**Govt. Order No :** - 23 JK(Tsm) of 2024  
**D a t e d :** - 01 - 03 - 2024

Sanction is hereby accorded to the grant of 15 days earned leave with permission to leave the station and availing of LTC in favour of Ms. Heena Mumtaz, Head Assistant Tourism Department, who shall avail it from 08/02/2024 to 22-02-2024 to visit, New Delhi, Rajasthan and Agra (UP).

The sanction shall be subject to the following terms and conditions:-

- An entry shall be made in the service book of the official as prescribed under rule 16(1) and 16(2) of the Jammu and Kashmir Civil Service (LTC) rules 2019.
- The official or his dependent has not availed such concession earlier.
- The official shall submit the final LTC claim in form 3 within one month from the date of return journey after availing the LTC.
- The other conditions for grant of this concession shall be same as laid down in Jammu and Kashmir Civil Service (LTC) rules 2019.
- The entitlement is regulated by the concerned Drawing and Disbursing Officer under Rule.

**By Order of the Government of Jammu & Kashmir**


Sd/-  
( Yasha Mudgal) IAS  
Commissioner Secretary to Government

NO: Tsm-Acct/77/2023

**Copy to the:-**

1. Accountant General J& K Srinagar.
2. Comm. Secretary to Govt., General Administrative Department.
3. Pvt. Secretary to Commissioner Secretary to Government, Tourism Department for information of Commissioner Secretary.
4. Director Archives, Archaeology & Museums, J & K.
5. Concerned Official.
6. Government order file.
7. Monday return (W.2.S.C)

Dated: 01 - 03 - 2024

  
(Satnam Singh)  
Director Finance  
Tourism Department