

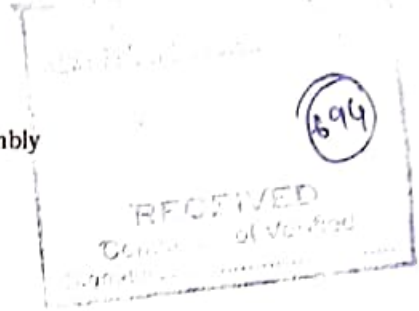
Government of West Bengal  
Judicial Department  
Block-III, 2nd Floor  
Writers' Buildings, Kolkata-700001

No. 1/600645/2025

Date: 28-01-2025

From : Shri. Sandip Chakrabarti, WBJS  
Joint Secretary to the Govt. of West Bengal

To : 1. Ld. Registrar General, Hon'ble High Court, Calcutta  
2. The Principal Secretary, West Bengal Legislative Assembly  
3. Ld. Chief Judge, City Civil Court, Kolkata  
4. Ld. Chief Judge, City Sessions Court, Kolkata  
5. Ld. Chief Judge, Small Causes Court, Kolkata  
6. Pr. Judge, Family Court, Calcutta  
7. Ld. District Judge (All Districts) \_\_\_\_\_  
✓ 8. Director, West Bengal Judicial Academy  
9. AGOT, West Bengal  
10. Member Secretary, SLSA  
11. Office of the \_\_\_\_\_



Sub: - Clarification on the queries regarding grant of Leave Travel Concession (LTC) and Home Travel Concession (HTC) to the members of West Bengal Judicial Service-reg

Ref.: - G.O. No. 1030-J, dated 22.03.2024 issued by this Judicial Department

Sir/Madam,

Pursuant to the discussion in the meeting of the committee for Service Conditions of the District Judiciary in the High Court at Calcutta on 27.01.2025 relating to the G.O. under reference, I am directed to clarify that all the serving members of the West Bengal Judicial Service are entitled to avail Leave Travel Concession (LTC) and Home Travel Concession (HTC) once in a block period of three years. Encashment of 10 days Earned Leave while availing LTC (not HTC), subject to the maximum of 60 days, shall continue. The same will be in addition to encashment of 300 days at the time of retirement and 30 days encashment of Earned Leave in a block of two years. HTC shall be allowed twice in the first block period of 3 years for fresh recruits in the service. However, the block period of 3 years will commence on completion of the period of probation.

The Judicial officers irrespective of their rank shall be allowed to travel by air and the reimbursement shall be made subject to the condition that the tickets have been purchased either directly from the Airlines or from the authorized agents, namely, Ashoka Travels, Balmer and Lawrie and IRCTC subject to further addition or deletion of the authorized agent by the Central/State Government.

Provided further that, the Judicial officers shall be allowed to carry forward LTC anywhere in India beyond retirement for a period of one year. For availing LTC and HTC, it shall not be necessary to avail Earned Leave only. LTC and HTC can be availed by availing Casual Leave as a prefix and suffix to the extent of two days.

This is for your kind information and necessary action.

Yours faithfully,

*Sandip Chakrabarti*

Joint Secretary to the Government of West Bengal