

**OFFICE OF DISTRICT AND SESSIONS JUDGE, SOUTH DISTRICT
SAKET COURTS COMPLEX, NEW DELHI**

CIRCULAR

Sub: Regarding submission of Air/Train/Bus Ticket for availing LTC.

All the officials, working in this Establishment, who proposed to avail Leave Travel Concession for the block year 2014-2017 which is extended upto 2018 are hereby directed to submit copy of Air/Train/Bus Tickets to the Accounts Branch (South) on priority basis.

Sharma
24/12/18
**Head of Office (South)
Saket Courts Complex,
New Delhi**

No 29233-29304 /Acctts/South/2018

Dated 24/12/18

Copy forwarded for information and necessary action to:

1. All the Judicial Officers, South District, Saket, New Delhi, with the request to circulate the same among the staff under their control.
2. P.S. To Ld. District & Sessions Judge, South District, Saket, New Delhi, with the request to bring to the notice of Ld. District & Sessions Judge, South District and staff in their court.
3. Administrative Officer(J)/AAO/Branch Incharge, All Branches South District, Saket, New Delhi with the direction to circulate the same among the staff under their control.
4. For uploading on LAYERS.
5. For uploading on centralized website through LAYERS.
6. Office record.

Sharma
24/12/18
**Head of Office (South)
Saket Courts Complex,
New Delhi**