



सां/No. : 5-1(33)/2008-PD

दिनांक/Dated: 05.03.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं. / Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, वित्त मंत्रालय, व्यय विभाग का कार्यालय ज्ञापन सं० 12(2)/2020/E-II.A दिनांक 16.02.2021  Government of India, Ministry of Finance, Department of Expenditure, OM No. 12(2)/2020/E-II.A dated 16.02.2021	Clarification regarding queries being received in respect of Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21.

भवदीय/Yours faithfully

(बी. के. सिंह / B. K. Singh)

वरिष्ठ उप सचिव (नीति प्रभाग) /Sr. DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

No.12(2)/2020/E-II.A  
Government of India  
Ministry of Finance  
Department of Expenditure

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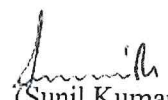
North Block, New Delhi  
Dated 16<sup>th</sup> February, 2020  
2021

**OFFICE MEMORANDUM**

Subject: Clarification regarding queries being received in respect of Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21.

The undersigned is directed to refer to O.M. of even number dated 12<sup>th</sup> October 2020 and the Frequently Asked Questions (FAQs) issued vide OM of even number dated 20<sup>th</sup> October 2020, 10<sup>th</sup> November 2020 and 25<sup>th</sup> November 2020 on the subject mentioned above.

2. Ministries/Departments have raised queries/clarifications with regard to :
  - (i) Whether any prior intimation is required just like availing the actual LTC Scheme?
  - (ii) The LTC for the year 2018-19 Block was extended upto 31<sup>st</sup> December, 2020. Whether claims can be made under this block till March, 2021?
3. In this regard it is clarified that the Special Cash Package is in lieu of pending LTC for the Block between 2018-21 and bills for availing this scheme are to be submitted before 31.03.2021. No prior intimation as is being given in the case of LTC Scheme is required and for the year 2018-19(extended till 31.12.2020), the claims can be made before 31.03.2021.
4. This issues with the approval of Competent Authority.

  
(Sunil Kumar)  
Under Secretary to the Govt. of India

All Ministries/Departments of the Government of India.