



सां/No. : 5-1(33)/2008-PD

दिनांक/Dated: 16.03.2021

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 10.03.2021 Government of India, Ministry of Finance, Department of Expenditure, OM No. 12(2)/2020/E-II.A dated 10.03.2021	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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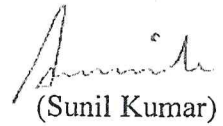
North Block, New Delhi
Dated 10th March, 2021

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 say that this Department has been receiving a number of queries relating to Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21 announced by the Government on 12th October, 2020. Three sets of Frequently Asked Questions (FAQs) have already been clarified vide this Department's O.M. of even number dated 20th October 2020, 10th November 2020 and 25th November 2020 on the subject mentioned above.

2. A further set of frequently asked questions have been clarified and are attached herewith at Annexure-'A'.
3. 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.

FAQ-4

S.No	Query	Reply
1	Whether the full and final settlement of the bills pertaining to LTC Cash Scheme is also to be ensured by 31 st March, 2021, without any scope of spill over to the next financial year?	As far as possible, the claims should be made and settled well before 31 st March, 2021, Ministries/Departments may consider settlement of only those claims/purchases made on or before 31 st March, 2021 beyond the due date, i.e. 31 st March, 2021.
2	Whether payment detail of digital instrument used for making payment against this scheme is to be furnished by the employee, along with the claim?	It is clarified that it is for the competent authority of concerned Deptt/PAO to decide on additional document for checking the veracity of claim.
3	Is the scheme admissible if payment is made digitally through friend, relative or any other person?	It has already been clarified in point 12 of the FAQ issued vide O.M No. 12(2)/2020-E.II.A dated 20.10.2020 that for digital payment an employee can use credit card of himself/herself, spouse or any family member.
4	For newly recruited officials having three Hometown LTC and one all India LTC, can they avail Special Cash Package for year 2020 in 2021 (upto 31.03.2021) if item is purchased after 31.12.2020 but before 31.03.2021, that is without prior intimation to office?	A newly recruited employee, whose LTC expires in December, 2020 which remains unutilized, may be allowed to claim the cash package in lieu of that LTC till 31 st March, 2021.
5	Portion of the payment was made in cash as against digital payment for the entire transaction. Whether this will be eligible under the Scheme?	The portion of digital payment may be allowed to be reimbursed subject to other conditions as contained in the O.M. dated 12.10.2020.

