

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001



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 04.11.2020  Government of India, Ministry of Finance, Department of Expenditure, OM No. 12(2)/2020-EII(A) dated 04.11.2020	Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-2021 – Clarification reg.

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 प्रतिलिपि/Office copy.

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

North Block, New Delhi  
4<sup>th</sup> November, 2020

Office Memorandum

Sub: Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-2021 -Clarification reg.

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

2. Ministries/Departments have raised queries / clarifications with regard to (i) whether the advance taken as per the scheme shall be settled within 30 days of disbursement of advance and (ii) whether the invoice can be in the name of spouse and / or any family member who are eligible for LTC,
3. The Special Cash Package Scheme in lieu of one LTC is to compensate and incentivise consumption by Government Employees and the benefits can be availed up to 31.03.2021. Para 4 of O.M dated 12.10.2020 provides for advance to Government employees in lieu of LTC fare and Leave encashment. As this is a Special Cash Package, the rules relating to advance taken under LTC are not applicable in the present Scheme. Accordingly it is clarified that:
  - (i) the advance taken under the scheme shall be settled on or before 31<sup>st</sup> March, 2021, and
  - (i) the invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC Fare.
4. This issues with the approval of Secretary (Expenditure).



(B. K. Manthan)

Deputy Secretary to the Govt of India

To

- All the Ministries/ Departments of the Government of India.