

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/3:१3(२०२०-२१)

दिनांक 31.03.2021

विषय : सेंट्रल गवर्नमेंट कर्मचारी के लिए LTC किराया के बदले ब्लॉक वर्ष 2018-2021 के दौरान विशेष कैश पैकेज ।

परिपत्र संख्या बीआईएस / मुख्यालय/लेखा /परिपत्र(०8) / २०२१ दिनांकित 31.03.2021
आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(एन रवि शंकर)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

- अपर महानिदेशक /मुख्य सतर्कता अधिकारी
- मुख्यालय के सभी गतिविधि प्रमुख
- सभी क्षेत्रीय कार्यालय प्रमुख/सभी शाखा कार्यालय / एनआईटीएस /सभी प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभाग प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय/केंद्रीय प्रयोगशाला/मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण / सभी क्षेत्रीय कार्यालय व प्रयोगशालाओं में कार्यरत अनुभाग अधिकारीगण एवं सहायक निदेशक(लेखा व वित्त)

प्रतिलिपि

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS
(Accounts Department:HQ)

Ref: Accts/3:13(2020-21)

31st March 2021

Sub: Special Cash Package equivalent in lieu of LTC fare for Central Govt. Employees during the block year 2018-2021.

The Circular No. BIS/HQ/Accounts/Circular(08)/2021 dated 31.03.2021 on the subject is enclosed for necessary action.

(N Ravi Shankar)
Director (Accounts)

Circulated to :

- **ADG/CVO/All Activity Heads at HQ**
- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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Date:31-03-2021

BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Special Cash Package equivalent in lieu of LTC fare for Central Govt. Employees during the block year 2018-2021.

1. This is with reference to Establishment Department Circular No. Estt. I/LTC Reimbursement dated 04.01.2021 on the above subject. Reference is also invited to DOPT OM No.12(2)/2020/E-II.A dated 10.03.2021 on the subject matter(copy enclosed).
2. It is intimated for the information of all concerned staff of BIS that the claims under the subject package(with or without advance) are to be made & settled within the current financial year i.e. upto 31 March 2021. However, the last date for submission of claims under the above package will be **15.04.2021** subject to the condition that the purchases made/services availed during the period from 12.10.2020 to 31.03.2021.
3. All ROs/BOs are requested to ensure that the expenditure incurred under the above cash package should be booked only in the current financial year i.e. 2020-21. Further, since the expenditure pertain to financial year 2020-21, liability in respect of claims received after 31.03.2021 and settled upto 15.04.2021 should be created to avoid any audit para.

(N Ravi Shankar)
Director (Accounts)

Ref: Accts/3:13(2020-21)

Circulated to :

- **ADG/CVO/All Activity Heads at HQ**
- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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

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.

