भामाब/प्रपत्र/मुख्यालय/वित्त/02/2021

<u>भारतीय मानक ब्यूरो</u>

वित्त विभाग

विषय: COVID-19 महामारी के कारण राष्ट्रव्यापी लॉकडाउन के दौरान परिवहन भत्ते की स्वीकार्यता के बारे में स्पष्टीकरण

1, भारत सरकार, वित्त मंत्रालय, व्यय विभाग ने अपने कार्यालय ज्ञापन (का. ज्ञा.) संख्या O.M. 21/3/2020-E.II(B) दिनांक 01 दिसंबर 2020 के माध्यम से उपरोक्त विषय पर स्पष्ट किया है कि लॉकडाउन की अवधि के दौरान केवन ऐसे कर्मचारी ही परिवहन भत्ते कि लिए पात्र होंगे, जो अपने स्वयं के साधनों से भौतिक रूप से कार्यालय मे उपस्थित रहे थे | वित्त मंत्रालय के उक्त का. ज्ञा. दिनांक 01.12.2020 कि एक प्रति संलग्न है |

2॰ वित्त मंत्रालय के उपर्युक्त का. ज्ञा. के प्रावधानों का अनुपालन करने के लिए भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालय, शाखा कार्यालय, प्रयोगशालाओं, प्रशिक्षण संस्थान और मुख्यालय के सभी विभागों के प्रमुखों को 01.03.2020 से 28.02.2021 तक की अवधि के लिए निम्नलिखित तीन श्रेणियों के अंतर्गत उनके नियंत्राधीन काम करने वाले सभी कर्मचारियों के संबंध मे जानकारी प्रस्तुत करना अपेक्षित है :

क) ऐसे कर्मचारियों की सूची (नाम और कर्मचारी संख्या सहित), जो लॉकडाउन अवधि (पूर्ण अथवा आंशिक) के दौरान एक पूर्ण कैलेंडर महीने के लिए भौतिक रूप से कार्यालय में उपस्थित नहीं थे:

ख) ऐसे कर्मचारियों की सूची (नाम और कर्मचारी संख्या सहित), जो कार्यालय और निवास के मध्य आने जाने के लिए कार्यालय द्वारा अस्थाई रूप से प्रदान की गई स्टाफ कार सुविधा का लाभ उठाकर भौतिक रूप से कार्यालय में उपस्थित रहे:

ग) शारीरिक रूप से अक्षम कर्मचारियों और गर्भवती महिला कर्मचारियों की सूची, यदि कोई हो, जिन्हें कार्यालय में उपस्थित होने की छूट दी गई थी और उन्हें छूट अवधि के दौरान घर से काम करने का निर्देश दिया गया था |

3॰ भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालय, शाखा कार्यालय, प्रयोग्शालाओं, प्रशिक्षण संस्थान और मुख्यालय के सभी विभागों के प्रमुखो द्वारा दिये गए विवरण के आधार पर वित्त विभाग द्वारा आगे की कार्रवाई की जाएगी।

4. भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालय, शाखा कार्यालय, प्रयोगशालाओं, प्रशिक्षण संस्थान और मुख्यालय के सभी विभागों के प्रमुखों से अनुरोध है कि वे उपरोक्त विवरण 10 मार्च 2021 तक वित्त विभाग को शीघ्र भेजें।

5. यदि कोई भी कर्मचारी उपरोक्त श्रेणियों के अंतर्गत नहीं आता है, तो भी एक **NIL** रिपोर्ट वित्त विभाग को भेजनी आवश्यक है ।

यह परिपत्र उप महानिदेशक (वित्त) के अनुमोदन से जारी किया गया है |

हस्ता
(गुरप्रीत सिंह)
निदेशक (वित्त)

हमारा संदर्भ :मुख्या/वित्त/1/2021-**वित्त-भा.मा.ब**
दिनांक : 26.02.2021

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- **सभी क्षेत्रीय कार्यालय / शाखा कार्यालय / प्रयोगशालाओं / प्रशिक्षण संस्थान के प्रमुख**
- **मुख्यालय के सभी विभागों के प्रमुख**
- **भा मा ब्यूरो के सभी अधिकारी एंवम कर्मचारी**

प्रतिलिपि : जानकारी के लिए -

- **महानिदेशक / अपर महानिदेशक / मुख्य सतर्कता अधिकारी**
- **सभी उप महानिदेशक**

सूचना और प्रौद्योगिकी विभाग -भारतीय मानक ब्यूरो के इंट्रानेटपर डालने के लिए

BIS/FIN/HQ/CIRCULAR(02)/2021

BUREAU OF INDIAN STANDARDS

(FINANCE DEPARTMENT)

Sub: Clarification regarding admissibility of Transport Allowance during Nation-wide Lockdown due to COVID-19 pandemic

1. Government of India, Ministry of Finance, Department of Expenditure vide its Office Memorandum (O.M.)No. 21/3/2020-E.II(B) dated 01st December 2020 on the above subject, has clarified that only such employees would be eligible for transport allowance during the period of lockdown, who had attended office physically by their own means. A copy of the OM dated 01.12.2020 of Ministry of Finance is enclosed herewith.

2. In order to comply with the provisions of the aforementioned O.M. of MoF , Heads of all ROs/BOs/Labs/NITS/Departments at HQ are required to furnish information in respect of all the employees, under their control, under the following three categories for the period from 01.03.2020 to Feb. 2021:

   a) List of employees (Name and employee No.), who had not attended office physically for a full calendar month during the month of lockdown period (full or part);

   b) List of employees (Name and employee No.), who attended the office physically by availing the staff car facility temporarily provided by the office for commuting between office and residence;

   c) List of physically disabled employees and pregnant women employees, if any, who were exempted to attend office and were directed to work from home during exempted period.

3. Further action will be taken by Finance Department in accordance with the above details furnished by the Departments at HQ/ROs/BOs/Labs/NITS.

4. Heads of Departments at HQ/ROs/BOs/Labs/NITS are requested to send the above details to Finance Department latest by **10 March 2021 positively.**

5. In case, none of the employee falls under the afore mentioned categories, a **NIL** report may still be sent to Finance Department.

This issues with approval of DDGF.

(Gurpreet Singh)
Director Finance

Our Ref: HQ/FIN/01/2021/FIN/BIS
Date : 26.02.2021

Circulated through Intranet to:

- Heads of ROs/BOs/Labs/NITS
- Heads of all Departments at HQ
- All Official of BIS

Copy for Information:

- DG/ADG/CVO/ All DDGs

Copy to: ITSD - for uploading on BIS Intranet

No.21/3/2020-E.II (B)
Government of India
Ministry of Finance
Department of Expenditure
****

North Block, New Delhi.
Dated the 1st December, 2020.

OFFICE MEMORENDUM

Subject: Clarification regarding admissibility of Transport Allowance during Nation-wide Lockdown due to COVID-19 pandemic.

The undersigned is directed to refer to this Department's O.M. No. 21/5/2017-E.II(B) dated 07.07.2017 regarding grant of Transport Allowance to Central Government employees wherein conditions have been mentioned regarding admissibility of Transport Allowance.

2. Several references are being received in this Department seeking clarification regarding admissibility of Transport Allowance during nation-wide Lockdown from 23rd March to 20th April and further upto 20th May 2020 due to COVID-19 pandemic, as during this period various employees could not attend their offices.

3. The matter has been considered in this Department and the following is clarified:

i. Transport Allowance is granted to Central Government employees to compensate them for the cost incurred on account of commuting between residence and office. The Central Government employees, who could not attend office in a whole calendar month during Lockdown period, are not eligible to draw Transport Allowance for that month as these employees had not incurred any expenditure for commuting office.

ii. The Central Government employees, who could not attend office and worked from home in a whole calendar month, are not eligible to draw Transport Allowance for that month as these employees had not incurred any expenditure for commuting office.

iii. Physically disabled employees and pregnant women employees who were exempted to attend office and were directed to work from home during exempted period as per instructions issued by DOP&T, are not eligible to draw Transport Allowance during exemption period as these employees have not incurred any expenditure for commuting office.

iv. The non-entitled officers/officials, who are temporarily provided with facility of official car for commuting between office and residences throughout the whole calendar month on account of non-availability of public transport facility due to COVID-19 pandemic, are also not eligible to draw Transport Allowance.

4. This is issued with the approval of the Secretary (Expenditure).

Hindi version is attached.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy to C&AG and UPSC etc. as per standard distribution list.