

कार्यालय ,रक्षा लेखा नियंत्रक  
नं. 1स्टाफ रोड, सिकिंद्राबाद,  
Office of the Controller Of Defence Accounts  
No.1 Staff Road, Secunderabad-500 009  
(Tele:040-27843385 / 27847957 Fax: 040-27810499)  
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No. ANPAY/5022/LTC/Corr

Date: 23.03.2021

**(IMPORTANT CIRCULAR)**


To,  
All the sub-offices under CDA, Secunderabad  
All the sections in Main Office.

**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.**

A copy of Government of India, Ministry of Finance, Department of Expenditure Office Memorandum F.No. 12(2)/2020-E-II.A dated 10.03.2021 on the subject matter received vide HQrs CGDA, New Delhi letter no. AN/XIV/19015/Govt. Orders/ TA/DA/LTC/Medical dated 15.03.2021 is forwarded herewith for your information, guidance and necessary compliance at your end please.

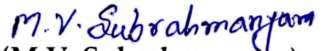
In this connection, all the officers and staff who are intended to avail the LTC Special Package scheme are advised to prefer their claims on priority so as to reach the same within the prescribed date i.e. 31.03.2021 for consideration and necessary action.

The contents of the circular may please be brought to the notice of all officers and staff serving under your jurisdiction and the claims may be forwarded to this section within the due dates without fail.

  
(S. Vatsala)  
ACDA (AN-PAY)

Copy to:  
The AO  
EDP (Local)

For uploading in website.

  
(M.V. Subrahmanyam)  
Senior Accounts Officer (AN-PAY)



## रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010  
Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
(Ph.011-25665714/Email: admin14.cgda@nic.in)



सं-प्रशा/14/19015/सरकारी आदेश/या.भ/डी.ए/छु.या.रि/चिकित्सा

दिनांक: 15/03/2021

No. AN/XIV/19015/Govt. Orders/TA/DA/LTC/Medical

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक/प्र.ले.नि.(फै.)

All PCsDA/CsDA/PCA (Fys)


(Through CGDA Website)

**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.

उपरोक्त विषय पर भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 10.03.2021 के कार्यालय ज्ञापन सं०12(2)/2020-E-II.A की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु प्रेषित की जाती है।


A copy of Government of India, Ministry of Finance, Department of Expenditure Office Memorandum F.No. 12(2)/2020-E-II.A dated 10.03.2020 on the above subject is forwarded herewith for your information, guidance and compliance please.

संलग्नक: यथोपरि

  
(राजीव रंजन कुमार)  
रक्षा लेखा उप महानियंत्रक

प्रतिलिपि :-

1. प्रशासन – वेतन (स्थानीय) ।
2. लेखा परीक्षा (सेना/सीमा सड़क) स्थानीय ।
3. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय) ।
4. आई. टी. & एस. विंग (स्थानीय) :- रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु ।
5. प्रशिक्षण एवं संगोष्ठी केंद्र, बरार स्क्वायर, दिल्ली छावनी ।
6. पुस्तकालय अनुभाग (स्थानीय) ।
7. मास्टर नोट बुक प्रशासन -14 ।
8. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे { द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे} ।
9. महासचिव, ए.आई.डी.ए.ई.ए.(मु.) कोलकाता { द्वारा प्रधान नियंत्रक लेखा (फैक्ट्री) कोलकाता ।

  
(प्रदीप कुमार)  
लेखा अधिकारी (प्रशा)

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 10<sup>th</sup> 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 12<sup>th</sup> October, 2020. Three sets of Frequently Asked Questions (FAQs) have already been clarified vide this Department's O.M. 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. 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.

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 <sup>st</sup> 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 <sup>st</sup> March, 2021, Ministries/Departments may consider settlement of only those claims/purchases made on or before 31 <sup>st</sup> March, 2021 beyond the due date, i.e. 31 <sup>st</sup> 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 <sup>st</sup> 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.

