



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Ref.No.23(9)/Estt/2013/

Dated 26.03.2021

CIRCULAR

Please refer the Board's Circular Ref. No. 23(9)/Estt/2013/290 dated 25.02.2021 and Office Memorandum No.12(2)/2020/E-II.A dated 10.03.2021 issued by the Department of Expenditure, Ministry of Finance, Govt of India regarding availing Special Cash Package equivalent in lieu of LTC fare for Central Government Employees during the block 2018-21.

In this regard the undersigned is directed to inform all concerned that to please submit the Tax Invoice along with proof of payment through digital mode within 31st March 2021.

(Dr. Rishikesh Rai)
Secretary

Distribution:

1	Executive Director , Tea Board, Coonoor	For information please.
2	Executive Director (I/C), Tea Board, Guwahati	
3	All HoD's in Head Office, Kolkata (excepting Dy. Chairman/FA&CAO/Secretary)	
4	DDTD (Siliguri, Jalpaiguri, Palampur)	
5	Special Officer (NWI)	
6	Accounts Officer (ST &PKD)	
7	Secretary to Dy. Chairman	
8	PA to FA&CAO/Secretary's Personal Section	
9	IT Cell	With the request to upload in the Board's website.
10	TBEA	
11	Establishment Branch	With space copies

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

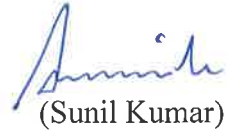
North Block, New Delhi
Dated 10th March, 2021

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.





TEA BOARD INDIA

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Telephone ; 033-2235-1331

Website : www.teaboard.gov.in

Ref No. 23(9)/Estt/2013/290

Date: 25-02-2021

CIRCULAR

Further to Board's Circular Ref No. 23(9)/Estt./2013/77 dated 14.01.2021 pertaining to LTC cash voucher scheme, this is to inform all concerned, that, in order to process the cases for settlement of LTC cash voucher scheme within the stipulate period of 31st March, 2021 as per norms all concerned are informed to submit the tax invoice along with proof of payment through digital mode within 16th March, 2021, so as to process the cases within the stipulated time frame.

(Signature)
(Rishikesh Rai)
(Secretary)

Distribution :-

1.	Executive Director, Tea Board, Guwahati	With the request to please bring the contents of this circular amongst all officials applied for the said scheme.
2.	Executive Director, Tea Board, Coonoor	
3.	All HODs' in Head Office	
4.	DDTD (Siliguri, Jalpaiguri, Palampur)	
5.	Special Officer (NWI), New Delhi	
6.	Secretary to Dy. Chairman,	
7.	T.B..O.A/ T.B.E.A	
9.	IT Cell	With the request to upload the Board's website.
10	Establishment Branch	With spare copies.