



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)
जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/CO-PDOPLCY/19/2020-PERS

Dated: 06.11.2020

CIRCULAR

Sub: Clarification in respect of Special Cash Package equivalent in lieu of LTC fare during the block year 2018-21 – reg.

With the approval of Competent Authority instructions on Special Cash Package equivalent in lieu of LTC fare were issued vide circular dated 20.10.2020. In reference to the same various queries seeking clarification related to Special package have been received. Accordingly, a statement giving answers/clarification to the queries is attached herewith.

(Somnath Acharya)
General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices – with the request to circulate the contents to all field units also.
3. Notice Board
4. GGM(System) – with the request to upload the circular on the CWC website

Copy for information to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO

निगमितकार्यालय :4/1, सीरीइंस्टीट्यूशनलएरिया,अगस्तक्रांतिमार्ग, हौज़खास,नईदिल्ली-110016.

CO: 4/1, Siri Institutional Area, August KrantiMarg, HauzKhas, New Delhi-110016.

टेलिफोन/Landline:011-26515178, ई-मेल/Email: gmpers@cewacor.nic.in

Sr.No	Queries	Reply
1.	Whether the individual employee is required to take leave to avail this LTC Special Cash Package? Whether an employee is required to undertake any travel?	An individual mandatorily neither needs to take leave for this purpose nor needs to undertake any travel. This is a scheme in lieu of LTC travel.
2.	What is the process for opting the special package?	The employee who wants to avail the special package has to submit the application through e-office in the prescribed format (Annexure-I) to the authority Competent to get it approved, as per Delegation of Power. Office order for the same to be issued by the concerned Estt. Division/Section in the prescribed format (Annexure-II) after making necessary entries in the service record and confirming the eligibility.
3.	If a particular LTC which is meant to be used for the scheme has been partially availed by either self or members of the family, whether this scheme available and to what extent?	This scheme is applicable to the LTC fare left unutilized during the Block Year 2018-21.
4.	Whether an employee can only avail LTC CVS without claiming leave encashment	An employee can avail this scheme utilizing the applicable LTC fare without leave encashment.
5.	As per the scheme, an amount of up to 50 per cent of the value of deemed fare is to be paid as an advance to the employee opting for the scheme. It has also been stated that non-utilization / under-utilization of advance is to be accounted for in accordance with extent provisions relating to LTC/Tour advance. If an employee spends only the advance amount and makes a claim, how this claim will be regulated?	If as per the calculation suggested in LTC special package order 20.10.2020, the reimbursable amount is less than the advance drawn, this would be treated as under-utilization. However, after calculation of the claim, balance amount, if any may be recovered from the employee.
6.	Newly joined Government employees are entitled for three Home Town and one Anywhere in India in a Block of four year. How this will be regulated?	The employee may use any one of the LTC available in a Block Year.

7.	As per Special LTC provisions, an employee irrespective of his eligibility can travel by Air to places like Andaman & Nicobar, J&K and North-East under anywhere in India fare. In this case what will be the deemed fare?	The deemed fare has been calculated based on the normal eligibility of an employee and the special packages would not be applicable for this scheme.
8.	Whether a single bill of purchase of goods or services is to be submitted or multiple bills can be submitted?	Multiple Bills will be accepted. The purchase should have been made after the date of issue of special cash package in lieu of LTC fare order dated 20.10.2020, irrespective of the date of Office Order issued by concerned Estt. Division/section and till the end of the current Financial Year. The purchase should carry a GST of 12% (per cent) and above and payment should have been made to digital mode.
9.	What are the items which will qualify for reimbursement under this scheme?	Any goods and services which attract GST of 12% and above would qualify. The invoice with GST details should be submitted and payment should have been made through digital mode.
10.	An employee having four family members eligible for LTC wants to avail this facility for less than 4 members. Further he wants to avail LTC for rest of the Members later.	An employee can avail the scheme in partial, i.e. of the LTC of part of the eligible family. Since this is an optional scheme, if the LTC fare of any member of the family has not been utilized for this purpose, those members can avail LTC subject to extent instructions under LTC rules
11.	An employee incurs the expenditure on or before 31/3/2021 on the basis of invoice. Actual product or service received in April, 2021.	The reimbursement is based on production of invoice with details of GST. As far as possible, the claim should be made and settled well before 31st March, 2021 to avoid any last minute rush and resultant lapse.
12.	For digital payment an employee uses credit card of his / her spouse or any family members.	It is clarified that the invoice which is being submitted for reimbursement under the scheme should be in the name of the employee who is availing the scheme.

13.	Can services like interior decoration and phone bills be included?	Any service which is having a GST component of more than 12% is permissible.
14.	Any limit of number of transaction?	As far as possible, the number of transactions may be limited to a minimum extent to avoid any difficulty / delay.
15.	Is it allowed to do purchase from e-commerce platform?	Procurement from e-commerce platform is also permissible provided the relevant invoice / details are submitted.
16.	What is the process of submitting the bills?	The GST bills along with Office Order order to be submitted to concerned finance section/division directly for settlement.

**Application Form for Special Cash package in lieu of LTC fare during
block year 2018-21**

1. Name/Designation of the employee : _____
2. Date of entering in the service : _____
3. Whether permanent or Temporary: _____
4. Home Town as recorded in Service Book: _____
5. Whether wife/Husband is employed: _____
And if so whether entitled to LTC
6. Whether the concession is to be surrendered for visiting home town, and if so block year: _____
7. If the concession is to be surrendered “anywhere in India”,
Block year proposed to be surrendered: _____
8. Deemed LTC fare(round trip) per person Rs. _____
9. Whether of advance is required: Yes/No

10. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name	Age	Date of Birth	Relationship	Block year to be availed
1.					
2.					
3.					
4.					
5.					

- i) I declare that the particular furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts of payment made towards purchase of goods or availing services, which carry a GST rate of not less than 12%, from GST registered vendors/service providers through digital mode indicating clearly the GST number and the amount of the GST paid.
- ii) In the event of cancellation of the application or, if fail to produce the valid receipts within the stipulated time frame. I undertake to refund the entire advance in one lump sum along with penal interest as applicable.

Signature

Name_____

CPF Code_____



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Ref. No. _____

Dated: _____

OFFICE ORDER

Sh./Smt./Ms. _____ (**name of the employee**),
Designation _____, Place of Posting _____ has been granted
for Special Cash Package equivalent in lieu of LTC fare as per Circular No.
CWC/CO-PD0PLCY/19/2020-PERS dated 20.10.2020 against the home
town/all India LTC availment for the block year 2018-19 or 2020-21 (02 year
block). The details of persons in respect of whom LTC is approved are as under:

Sl. No.	Name	Age	Date of Birth	Relationship	Block year to be availed
1.					
2.					
3.					
4.					
5.					

The deemed LTC fare (round trip per person) for reimbursement is
_____.

(_____)

To,

निगमितकार्यालय :4/1, सीरीइंस्टीट्यूशनलएरिया,अगस्तक्रांतिमार्ग, हौज़खास,नईदिल्ली-110016.

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