



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-PD0PLCY/19/2020-pers

Dated: 20.10.2020

CIRCULAR

Sub: Special cash package equivalent in lieu of Leave Travel Concession fare for the employees of the corporation during the block 2018-21 – reg.

1. In view of disruption of transport and hospitality sector, to maintain social distancing, restrictions imposed by the authorities and pandemic situation due to COVID-19, the employees entitled for LTC (Leave Travel Concession) are not in a position to avail the facility of the LTC either home town or all India during the block of 2018-21. Govt. Of India has issued the guidelines for special package of LTC with a view to compensate the employees and boost the economy by infusing the funds through employees. The govt. has allowed the special package for PSUs also.
2. Accordingly with the approval of Competent Authority, it has been decided to pay cash equivalent of LTC fare of entitled class by way of reimbursement. The said reimbursement is admissible if an employee opts for this package in lieu of one LTC in the block of 2018-21 subject to the following conditions:
 - a) The reimbursement is admissible subject to the availability of atleast one entitled LTC at the credit of the concerned employee during the block 2018-21.
 - b) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.

- c) Deemed LTC fare of the different classes for calculation of cash equivalent is given below:

Sl. No.	Category of employee	Deemed LTC fare per person (round trip)
1.	Employees who are entitle to business class of air fare	Rs. 36000/-
2.	Employees who are entitle to economy class of air fare	Rs. 20000/-
3.	Employees who are entitle to rail fare of any class	Rs. 6000/-

- d) Amount on account of deemed LTC fare shall be admissible if the employee spends an amount three times of cash equivalent of deemed fare, as given above on purchase of such items/availing of such services which carry a GST rate of not less than 12% from GST registered vendors/service providers through digital mode and obtain an invoice/receipt indicating GST No. and the amount of GST paid. The admissible payment shall be restricted to deemed LTC fare.

Illustration:

If an employee has family of 04 eligible for economy class air travel fare value, the deemed LTC fare = $20,000 \times 4 =$ Rs. 80,000

Amount to be spent for full cash benefit = $80000 \times 3 = 240000$

3. Since the cash reimbursement of LTC fare is in lieu of deemed actual travel, the same was allowed by the Govt. for income tax exemption on the line of existing income tax exemption available to LTC fare. Hence the TDS shall not be required to be deducted on the reimbursement of deemed LTC fare.
4. An amount up to 50% of the value of deemed fare may be paid as advance into the bank account of the employee which shall be settled based on production of receipts towards purchase and availing of goods and services as given in para 2 (d). The claims under this package (with or without advance) are to be made and settled within the current financial year. Non utilisation/underutilisation of advance is to be treated as per extent provisions relating to LTC advance.

5. The normal procedure for availing the LTC will be followed for reimbursement of the LTC under the special package meaning thereby the request of the employee for opting of special package in lieu of one LTC is to be approved by the Competent Authority as per DoP. After approval of the request the required receipts alongwith approval to be submitted in the concerned Finance Division/section for settlement.
6. Concerned Finance Division/section of the Corporate Office/Regional Office may make reimbursement under this package as per the details given above on the receipt of invoices of purchases made/service availed from the employees who are willing to avail this package.

This order will take effect from the date of issuance and will be enforce during the current financial year till **31/03/2021**.

(Somnath Acharya)
General Manager (Pers)

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