

File No.-3/1/2018-A/c-I/125
Government of India
Department of Water Resources, RD & GR
Central Water commission
Accounts-I Section

Sewa Bhawan, R. K. Puram
New Delhi-110066
Dated: 12.11.2020

Office Memorandum

Sub: Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

In view of Covid-19 pandemic and resultant nationwide lockdown as well as disruption of transport and hospitality sector, as also the need for observing social distancing, a number of Central Government employees are not in a position to avail themselves of LTC for travel to any place in India or their Hometowns in the current Block of 2018-21. With a view to compensate and incentivise consumption by Central Government, Ministry of Finance Department of Expenditure has issued O.M. dated 12.10.2020 and announced Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

In this regard this office has been receiving queries seeking clarification regarding to **final bill submission** of special Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21 announce by the Government.

Therefore, it is requested to submit the final LTC adjustment bill with the LTC form, mandate form, copy of Bills/Vouchers, sanctioned orders of advanced and leave encashment if any, and other requisite documents along with enclosed performa duly filled.

Encl: as above

Ado
12/11/2020
Section Officer
Accounts I Section

Copy to:

PS to Secretary, CWC (for information)



AD
13/11/2020
AD-II (CR)

Government of India
Central Water commission
Accounts I

Subject:-Special Cash Package equivalent in Lieu of Leave Travel Concession Fare-reg.

Detail of Bills/Vouchers

Sl. No.	Details of Bills/Vouchers/Items	GST Number	Payment Ref/Transaction No.	Rate of GST	Total Amount (Including GST)

** Kindly enclosed the copy of self certified bills/Voucher with final LTC adjustment bills

Detail of 10 days of Leave Encashment

Sanction Order No.	Date of Sanction	Amount

*Kindly enclosed the copy of sanction order with the final LTC adjustment bill.

Detail of Advanced taken for Leave Encashment Scheme

Sanction Order No.	Date of Sanction	Amount

*Kindly enclosed the copy of sanction order with the final LTC adjustment bill.

(Signature of Government Servant)