

**Time Bound**

G-29011/2/2020-BUDGET SECTION  
Central Water Commission  
(Budget Section)

8<sup>th</sup> Floor (S), Sewa Bhawan,  
R.K.Puram, New Delhi – 110066.

Dated : November, 2020

**OFFICE MEMORANDUM**

**Subject: Furnishing information regarding number of employees opting for LTC cash voucher scheme and Festival advance scheme**

The undersigned is directed to say that requisite information on the above mentioned subject may kindly be furnished as per the format given below to this Section ending of every month i.e. 26-11-2020, 26-12-2020, 26-1-2021 and 26-2-2021 and 26-3-2021.

The said information is to be sent to Ministry of Finance, Department of Expenditure through DoWR, RD & GR on 1<sup>st</sup> of every month. Since it is time bound information all DDOs are requested to comply with the prescribed time limit.

Total Number of Employees	Number of employees opting for LTC Cash voucher scheme till date	Number of employees opting for Festival advance scheme till date	Number of UTSAV cards issued till date by Bank in respect of Festival advance scheme.

The below link is the Google Sheet link in which list of all DDOs of CWC are given. Kindly enter the data directly in this Google Sheet.

[https://docs.google.com/spreadsheets/d/1spWW-She5T\\_GaQQ623GWcdQPp9HVVX8YU7XejWoxOjAg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1spWW-She5T_GaQQ623GWcdQPp9HVVX8YU7XejWoxOjAg/edit?usp=sharing)

This issues with the approval of Competent Authority.

**(Ravindra Pal Singh)**  
**Section Officer (Budget)**

To

1. All DDOs of Central Water Commission.
2. All Establishment Section, CWC(HQ), New Delhi.

Copy for information to :

1. PPS to Chief Engineer (HRM), CWC, New Delhi.
2. PPS to Secretary, CWC, New Delhi.
3. PS to Director (Admn.), CWC (HQ), New Delhi.
4. PA to Director Finance, CWC (HQ), New Delhi.
5. PAO, CWC, Sewa Bhawan, New Delhi