



कार्यालय रक्षा लेखा प्रधान नियंत्रक

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट ,

बैंगलूर - 560 007

Office of the Principal Controller of Defence Accounts

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No.T/1821/GEN CIRCULAR/2021

Dated: 12/02/2021

IMPORTANT CIRCULAR
(BY MAIL/WEB SITE)

To

**The Officer in Charge,
All Units/Estts. Under PCDA, Bangalore**

**SUB: Special cash package equivalent in lieu of Leave Travel Concession Fare
for Central Government Employees during the Block 2018-2021.**

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All the units were informed that orders on the above subject issued by the Ministry of Finance, Department of Expenditure O.M.No.12(2)/2020-E.II(A) dated 12th October, 2020 will be in force during the current financial year till 31st March, 2021, i.e. intending employees can avail the special package w.e.f. 12th October, 2020 to 31st March, 2021 and claim cash equivalent of LTC in lieu of one LTC in the Block of 2018-21 subject to the conditions laid down in the aforesaid O.M.

However, it is requested that persons already drawn advance and persons intending to avail the above scheme may be advised to submit adjustment/final claims preferably by **first week of March, 2021** to this office to avoid last minute rush.

Controlling Officers/Countersigning officers are requested to thoroughly scrutinize the claims before forwarding to this office and ensure that orders/FAQs issued by Ministry of Finance from time to time on the above subject are complied with by the claimants. Further, it may please be ensured that:

- (i) The claim (Appendix-A to AO No.8/94) is preferred showing amount claimed on account of Deemed fare advance and or Leave Encashment and signed by the claimant and countersigned by the Countersigning officer. Name of the item/service intended to be procured may also be indicated in the claim. Basic Pay/Pay Level, GPF/PRAN number, Bank Account Number, etc. should invariably be mentioned in the claim.

Contd...2/-

(ii) Copy of DO Part-II order and Dependent certificate may be enclosed with each claim.

(iii) In case of Final claim, Tax Invoice duly showing name of the item purchased, GST Number, Rate of GST and amount paid on account of GST paid, Mode of Digital payment such as NEFT/Net Banking/Credit Card/Debit Card, etc., should be indicated on the Tax Invoice/Bill. In addition to original Tax invoice/bill, the claimants are required to enclose proof that the transaction was done through digital mode i.e. attested copies of Credit card statement, Bank statement (if the transactions are done by using debit card, online, UPI transfer, cheque payment) is required to be furnished with the claim.

It may please be noted that concerned individual and unit will be responsible for any returns/ rejection of claims due to non-compliance of government orders issued in regard to Special cash package in lieu of LTC from time to time.

Please acknowledge receipt.

Jt. Controller has seen.

Nirmala B
(NIRMALA B. IYER)
DEPUTY CONTROLLER

Copy to:-

The Officer I/C
OA Cell (Local)

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For publishing in the website of of PCDA, Bangalore under T-Section circular for information of Controlling Officers of all units.

Sd/-
SR. ACCOUNTS OFFICER (T)