



राष्ट्रीय प्रौद्योगिकी संस्थान, जमशेदपुर NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under Ministry of Education, Government of India, New Delhi)

JAMSHEDPUR (JHARKHAND) – 831014

ESTABLISHMENT SECTION

O.O. NITJSR/ESS/CD/2020-21/...615

Dated 16/11/2020

NOTIFICATION

The Government of India, Ministry of Finance, Department of Expenditure, New Delhi vide its Office Memorandum No. F. No. 12(2)/2020-EII (A) dated 12th October 2020 has announced Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block year 2018-2021. The same has been approved & clarified by the Government of India, Ministry of Education (Shiksha Mantralaya), Department of Higher Education, New Delhi for all NITs/IEST Shibpur vide its notification no. F.No.33-3/2020-TS.III dated 28th October 2020. Accordingly, its subsequent approval of the competent authority sanction is hereby accorded for implementation and payment of Special cash package equivalent in lieu of Leave Travel Concession Fare for the block year 2018-2021. The clarification issued by the Government of India, Ministry of Education (Shiksha Mantralaya), New Delhi is enclosed herewith for further action.

Memo No. NITJSR/ESS/CD/2020-21/...615

Copy forwarded to:-

01. The Office of the Director, NIT Jamshedpur for favour & kind information
02. The Office of the All Deans/HODs/HOCs/HOSs, NIT Jamshedpur
03. The Office of the Asstt. Registrar (Estt.)/(F&A), NIT Jamshedpur
04. The Office of PIC Institute Website, NIT Jamshedpur, for necessary action.

Registrar
Dated 16/11/2020

Registrar
Dated 16/11/2020

Phone: 0657-2373392, 407, 629, 2374126

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BY EMAIL

F.No.33 - 3 / 2020 - TS.III
Government of India
Ministry of Education (Shiksha Mantralaya)
Department of Higher Education
*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 28th October, 2020

To

- (i) The Registrars of all the 31 NITs; and
- (ii) The Registrar, IEST, Shibpur (W.B.).

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

Madam \ Sir,

I am directed to forward herewith a copy of the Office Memorandum F.No.12(2)/2020-EII(A) dated 12th October, 2020 together with the clarification dated 20th October, 2020 issued by the Department of Expenditure, Ministry of Finance in connection with above mentioned subject, for taking further appropriate action at your end.

2. As far as Grant of Advance - Special Festival Package to Government Servants is concerned, that is not applicable to the employees of NITs and IEST, Shibpur as no such provision is available in the First Statutes of NITs / IEST for extending the facility of Grant of Advance relating to Central Government servants to the employees of NITs & IEST, Shibpur.

3. This issues with the approval of the competent authority.

Yours faithfully,



[Pawan Kumar]

Under Secretary to the Government of India

Tel: 23384897

Encl.: as above.

F.No.12(2)/2020-EII(A)
Ministry of Finance
Department of Expenditure
EII(A) Branch

North Block, New Delhi
12th October, 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.

2. With a view to compensate and incentivise consumption by Central Government employees thereby giving a boost to consumption expenditure, it has been decided that cash equivalent of LTC, comprising Leave Encashment and LTC fare of the entitled LTC may be paid by way of reimbursement, if an employee opts for this in lieu of one LTC in the Block of 2018-21 subject to the following conditions:-

- a) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.
- b) Cash equivalent of full leave encashment will be allowed, provided the employee spends an equal sum. This will be counted towards the number of leave encashment on LTC available to an employee.
- c) The deemed LTC fare for this purpose is given below :-

Category of employees	Deemed LTC fare per person (Round Trip)
Employees who are entitled to business class of airfare	Rs. 36,000
Employees who are entitled to economy class of airfare	Rs. 20,000
Employees who are entitled to Rail fare of any class	Rs. 6,000

- d) The cash equivalent may be allowed if the employee spends a sum **3 times** of the value of the fare given above.

B M. 12/10/20

Contd...2/-

e) The amount both on account of leave encashment and fare shall be admissible if the employee spends (i) an amount equal to the value of leave encashment and; (ii) an amount 3 times of the 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 obtains a voucher indicating the GST number and the amount of GST paid.

f) The admissible payment shall be restricted to the full value of the package [leave encashment as admissible for LTC and deemed fare] or depending upon the spending as per example given at **Annexure-A**.

g) While TDS is applicable in the case of leave encashment, since the cash reimbursement of LTC fare is in lieu of deemed actual travel, the same shall be allowed exemption on the lines of existing income-tax exemption available to LTC fare. The legislative amendment to the provisions of the Income-Tax Act, 1961 for this purpose shall be proposed in the due course. Hence, TDS shall not be required to be deducted on the reimbursement of deemed LTC fare.

3. Head of the Departments / DDOs may make reimbursement under this package as per the details given above on receipt of invoices of purchases made / services availed during the period post the issuance of this order from the employees who are desirous to avail this package. **It may be noted that in order to avail this package an employee should opt for both leave encashment and LTC fare.**

4. An amount upto 100% of leave encashment and 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(e). The claims under this package (with or without advance) are to be made and settled within the current financial year. Non-utilization / under-utilization of advance is to be accounted for by the DDOs in accordance with the extant provisions relating to LTC advance i.e. immediate recovery of full advance in the case of non-utilisation and recovery of unutilized portion of the advance with penal interest.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information.

Hindi version of this Office Memorandum will follow.



(B.K.Manthan)

Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

Example:

Pay of an employee: Rs 1,38,500 and has family of 4 eligible for economy class air travel.

$$\text{Leave Encashment} := \frac{(1,38,500 \times 1.17) \times 10}{30} = \text{Rs. } 54,015 \checkmark$$

$$\text{Fare Value} \quad : \quad \text{Rs. } 20,000 \times 4 \quad = \text{Rs. } 80,000 \checkmark$$

$$\text{Total Value} \quad = \text{Rs. } 1,34,015 \checkmark$$

$$\text{Amount to be spent for full cash benefit} \quad = \text{Rs. } 54,015 + 2,40,000^* = \text{Rs. } 2,94,015 \checkmark$$

$$\text{(a) Share of Leave Encashment in total} \quad = \frac{54,015 \times 100}{2,94,015} = 18\% \checkmark$$

$$\text{(b) Share of Fare in total} \quad = \frac{80,000 \times 100}{2,94,015} = 27\% \checkmark$$

* 3 times of notional airfare (80,000 x 3 = 2,40,000)

- Thus, if an employee spends Rs. 2,94,015 or above, he will be allowed cash amount of Rs. 1,34,015.

- However, if the employee spends Rs. 2,40,000 only, then he may be allowed 18 % on account of Leave Encashment (Rs. 43,200) and 27% on account of fare value (Rs. 64,800). The total amount payable shall be Rs. 1,08,000.

B. M. R.