



विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Education, Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली - 110 002
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23604309,



Through E-Mail

F.No.25-4/2007(CU)pt.file

October, 2020

The Registrar
All Central Universities
As per list attached

12 2 OCT 2020

Sub: Govt. of India Circulars/Office Memorandum received from Ministry of Finance - regarding.

Sir/Madam,

The undersigned is directed to enclose herewith the followings Circulars/Office Memorandums received from the Ministry of Finance as detailed below:-

S. No	O.M. No.& Date	Ministries	Subject
1.	F.No.12(2)/2020-EII(A) Dated 12 th October, 2020 & O.M. Dated 13 th October, 2020	Ministry of Finance, Department of Expenditure EII(A) Branch	Grant of Advance- Special Festival Package to Government Servants.
2.	F.N. 12(2)/2020-EII(A) dated October, 2020	Ministry of Finance, Department of Expenditure EII(A) Branch	Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

You are requested to take appropriate action in this regard.

Encl: as above

Yours faithfully,

(Signature)

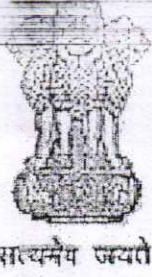
(A.S. Sajwan)
Under Secretary

Sl. No.	Name of University
1.	Aligarh Muslim University Aligarh - 202 002 Uttar Pradesh
2.	Banaras Hindu University Varanasi - 221 005. Uttar Pradesh
3.	University of Delhi Delhi - 110 007.
4.	University of Hyderabad Hyderabad - 500 046. Telangana
5.	Jamia Millia Islamia Jamia Nagar New Delhi - 110 025.
6.	Jawaharlal Nehru University New Mehrauli Road New Delhi - 110 067
7.	North Eastern Hill University NEHU Campus Shillong - 793 022. Meghalaya
8.	Pondicherry University R. Venkataraman Nagar Kalapet Puducherry - 605 014
9.	Visva Bharati Shantiniketan - 731235 West Bengal
10.	Assam University P.O. Assam University Silchar - 788 011 Assam
11.	Tezpur University Napaam, Sonitpur, Assam-784 028, INDIA
12.	Nagaland University Campus Kohima - 797 001 Headquarter Lumani Nagaland
13.	Mizoram University Post Box No.910 Aizwal - 796 012 Mizoram
14.	Babasaheb Bhimrao Ambedkar University Vidya Vihar, Rae Bareilly Road Lucknow - 226 025.

Sl. No.	Name of University
15.	Maulana Azad National Urdu University Gachibowli Hyderabad - 500 032 Telangana
16.	Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Gandhi Hills, Post- Hindi Vishwavidyalaya, Wardha – 442 005 Maharashtra
17.	University of Allahabad Prayagraj - 211 002 Uttar Pradesh
18.	Manipur University Canchipur Imphal – 795 003 Manipur
19.	Rajiv Gandhi University Rono Hills, Doimukh Itanagar – 791 111 Arunachal Pradesh
20.	Tripura University Suryamaninagar, Tripura – 799 130
21.	The English and Foreign Languages University Osmania University Campus, Hyderabad- 500 007 Telangana
22.	Sikkim University 6 th Mile, Samdur, P.O. Tadong- 737 102 Gangtok, Sikkim
23.	Indira Gandhi National Tribal University Makal Sadan, Amarkantak, Madhya Pradesh – 484 886
	University College of Medical Sciences Dilshad Garden New Delhi – 110 095
24.	Central University of South Bihar SH-7, Gaya- Panchanpur Road Village – Karhara, Post-Fatehpur P.S. – Tekari, District - Gaya Bihar – 824236.
25.	Central University of Gujarat Near Jalaram Temple Sector – 29 Gandhinagar – 382 030
26.	Central University of Haryana Jant-Pali Villages Mahendergarh Haryana - 123029

Sl. No.	Name of University
27.	Central University of Himachal Pradesh PO Box No. 21, Dharamshala Dist – Kangra Himachal Pradesh – 176 215
28.	Central University of Jharkhand Village – Cheri-Manatu P.O. Kamre, P.S.-Kanke Ranchi – 835 222 Jharkhand
29.	Central University of Karnataka Kadaganchi, Aland Road, Aland Taluk Gulbarga (Dist.) – 585311 Karnataka
30.	Central University of Jammu Bagla (Rahya-Suchani) District Samba Jammu – 181 143 (J & K)
31.	Central University of Kashmir Green Campus, Duderhama Ganderbal, Kashmir (J & K) – 191201.
32.	Central University of Kerala Tejaswini Hills, Periyar (PO) Kasaragod (DT) Kerala - 671316
33.	Central University of Odisha Landiguda, Koraput Odisha – 764 020
34.	Central University of Punjab City Campus, Mansa Road Bathinda – 151 001 Punjab
35.	Central University of Rajasthan NH-8, Bandar Sindri, Distt- Ajmer-305801 Rajasthan
36.	Central University of Tamil Nadu Neelakudi Campus Kangalancherry (Post) Thiruvarur – 610 101
37.	Dr. Harisingh Gour Vishwavidyalaya Sagar, Madhya Pradesh-470 003
38.	Guru Ghasidas Vishwavidyalaya Main Campus, Koni, Bilaspur, Chhatisgarh, - 495 009
39.	Hemwati Nandan Bahuguna Garhwal University Srinagar, Garhwal-246 174 Uttrakhand
40.	Mahatma Gandhi Central University Camp Office : Opposite Circuit House

Sl. No.	Name of University
	Motihari, District – East Champaran Bihar – 845 401.
41.	Central Tribal University of Andhra Pradesh Kondakarakam (PO), Cantonment (SPO) Vizianagaram - 535003 Andhra Pradesh
42.	Central University of Andhra Pradesh JNTU Road, Chinmaya Nagar, Prasannaya Palli, Anantapur, Andhra Pradesh - 515002
43.	Shri Lal Bahadur Shastri National Sanskrit University Katwaria Sarai, New Mehrauli Road New Delhi - 110 016
44.	The National Sanskrit University Tirupati – 517 507 Andhra Pradesh



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारतसरकार)

(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली- 110 002

Bahadurshah Zafar Marg, New Delhi-110002

Phone : 011-23604321, 011-23604201



ज्ञान-विज्ञान विमुक्तये

21 OCT 2020

October, 2020

No.F. 3-1/2018 (Admn.I/A&B)

CIRCULAR

The undersigned is directed to circulate the following Office Memoranda received from Ministry of Finance, Department of Expenditure regarding the subject as given below: (copy enclosed)

S.No.	O.M. No.& Date	Received From	Subject
1.	F.No. 12(2)/2020-EII(A) Dated. 12 th October, 2020 & O.M.Dated. 13 th October, 2020	Ministry of Finance, Department of Expenditure EII(A) Branch	Grant of Advance-Special Festival Package to Government Servants.
2.	F.N. 12(2)/2020-EII(A) Dated. 12 th October, 2020	Ministry of Finance, Department of Expenditure EII(A) Branch	Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

This issues with the approval of the competent authority.

Supriya Dahiyaa
21/10/2020
(Dr. Supriya Dahiyaa)
Education Officer (Admn.)

Copy to:

1. All Officers/ Sections;
2. UGC Branch Office, 35 Ferozeshah Road, New Delhi;
3. UGC NET Bureau, South Campus of Delhi University, New Delhi;
4. All Regional Offices;
5. DS (FD)/ US(FD-I/A&B)/SO (FD-I/A&B)/ with the request to take further action in the matter;
6. CU/DU/DC/ IUC section with a request to take further necessary action at their end;
7. UGC e-office;
8. UGC website;

Ms. P. Menon
22/10/2020

Beena Menon
(Beena Menon)
Section Officer (Admn.)

S.No. 2 (FR)

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. [Signature]

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.

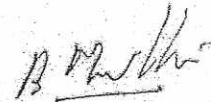
3. Head of the Departments / DDOs may make reimbursement under this package as per the details given above on receipt of invoices of purchases made / services availed during the period post the issuance of this order from the employees who are desirous to avail this package. **It may be noted that in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

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

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

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

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

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

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

* 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.

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: Grant of Advance – Special Festival Package to Government Servants.

The undersigned is directed to say that with a view to enable Government servants to meet expenses relating to festivals and to encourage spending thereby giving a boost to economic activities, in pursuance of decision taken by the Government, it has been decided that a special festival package of advance will be accorded to all Government servants for any important festivals upto 31st March, 2021.

2. A Head of Office may sanction this special package on the eve of any important festival to any Central Government Servant under his administrative control. The term "important festival" is clarified as such festivals or one of such festivals as Head of Department may declare in respect of establishments under his/her administrative control:

3. The amount of the package is Rs. 10,000/- to be paid as advance to Government servant. This amount is interest free. The amount would be released through pre-loaded Rupay Card from SBI. DDOs, on receipt of application from Government servants for this package may process and acquire the prepaid cards from SBI for issue among the applicants. A detailed SOP for DDOs for obtaining these cards would be separately issued.

4. The festival package may be granted to a Government servant if he/she is on Government duty or on leave excluding leave preparatory to retirement, on the date on which the advance is disbursed. The amount paid under this package is recoverable in not more than ten (10) instalments.

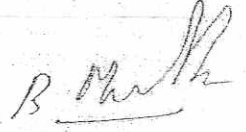
5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

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/necessary action.

B. M. Th...

Contd...2/-

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.