



ASSAM UNIVERSITY: SILCHAR

NOTIFICATION

In pursuance of the UGC letter F.No. 25-4/2007(CU) pt.file dated 22.10.2020, the competent authority is pleased to extend the 'Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21' to employees of Assam University. Further, in order to ensure compliance of directives of the Government and as a measure to prevent lapses which can adversely affect employees applying for the scheme; consideration of applications and subsequent reimbursement shall be subject to the following:

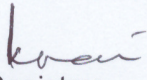
1. No advance payment shall be considered under the scheme.
2. Payment should have been made through digital mode. Therefore, employee availing the scheme should be able to produce claim with transaction detail received by way of SMS/Email alert or Bank statement, and it is advisable to substantiate claim with such transaction detail at the time of submission of claim. Manual/Handwritten vouchers shall not be accepted.
3. Claim for reimbursement, complete in all respect shall be submitted latest by 15th March, 2021.
4. All claims for reimbursement shall be scrutinized. Misuse of the scheme shall be dealt with under the extant rules.
5. The Department of Expenditure, Ministry of Finance had so far issued Office Memorandum F.No. 12(2)/2020-EII (A) dated 12.10.2020, dated 20.10.2020, dated 10.11.2020, and dated 25.11.2020 in the matter, and may also be followed by other subsequent clarifications and guidelines. **Employees intending to avail the scheme shall go through these memoranda and make themselves aware of the requirements and implications, before availing the scheme.**

Salient features of the Office Memorandum issued so far, among others, include:-

- (a) Purchase of items/services availed shall carry a GST rate of not less than 12% from GST registered vendors/service providers and supported by vouchers indicating GST number and the amount of GST paid. Payment should have been made through digital mode.
- (b) Cash equivalent of full encashment is permissible, provided the employee spends an equal sum; and cash equivalent of deemed LTC fare value is permissible if the employee spends a sum 3 times of the deemed LTC fare value.

Contd.

- (c) In case the employee spends a sum less than 3 times of the deemed LTC fare value, the permissible cash equivalent of leave encashment and that of cash equivalent of deemed LTC fare value shall be reduced proportionately.
- (d) Transactions/purchases shall occur on or after 12th October, 2020.
- (e) Leave encashment is optional.
- (f) The scheme can be availed in lieu of any one of the LTC remaining available in the Block Year 2018-2021. The scheme can be availed in partial, i.e. of the LTC of part of the eligible family members.
- (g) The vouchers/invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who is eligible for LTC Fare as declared in the Service records.
- (h) There is no prescribed format for applying the scheme. A simple application conveying the desire of the employee for availing the scheme indicating the following may be submitted - name of the employee and/or family members to be included under the scheme, block year in lieu of which it is intended to be availed, whether leave encashment is claimed.


Registrar

No.120/01/2015-Estt./ 598 - 658
Copy to:

Date: 15/01/2021

1. PVC (AUDC) for information & necessary action.
2. PS to VC for kind information of the Vice-Chancellor.
3. All Heads of Department for information.
4. All Deans of School for information.
5. All Statutory Officers for information.
6. Finance Officer for information and necessary action.
7. Director, Computer Centre for uploading in the AU Website.
8. File.


Registrar