



क.रा.बी.नि.  
E.S.I.C.

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**EMPLOYEES' STATE INSURANCE  
CORPORATION**

(Ministry of Labour & Employment, Govt. of  
India)



मुख्यालय/HEADQUARTER  
पंचदीप भवन, सीआईजी मार्ग, नई  
दिल्ली-110002 Panchdeep Bhawan, CIG  
Marg, New Delhi- 110002  
Phone: 011-23234092, VOIP: 10011067  
Email: [estt6-hq@esic.nic.in](mailto:estt6-hq@esic.nic.in)  
Website: [www.esic.nic.in](http://www.esic.nic.in) / [www.esic.in](http://www.esic.in)

No. A-28/23/4/3/LTC/20-E-VI

Dated : 07.05.2021

To

1. All the Regional Directors/Dir.(I/c)/Jt. Dir.(I/c) of Ros/SROs.
2. Dir. (Med.) Delhi/NOIDA/K.K. Nagar.
3. Medical Superintendents ESI Hospitals/ESIC Model Hospitals/Dean, Medical Educational Institutions.
4. Jt. Director/Dy. Director (Fin.) of all Regions/Sub Regions/Hospitals/ Medical Educational Institutions.
5. Jt. Director, E-V/Dy. Directors, E-I, Hqrs Office.
6. Fin. & A/cs Branch-III/Cash Branch, Hqrs Office.
7. WCM for uploading on the website.

**Sub:** Furnishing information regarding no. of employees opting for LTC cash voucher scheme-reg.

Sir/Madam,

I am directed to refer to Ministry of Labour & Employment, Government of India O.M. No. Z-20016/01/2020-Fin.I(Pt.) dated 13/04/2021 (Copy attached) on the above mentioned subject, wherein it has been requested to furnish consolidated information including attached/subordinate offices in respect of LTC Cash Voucher Scheme.

In this regard, Regional Offices / Sub-Regional Offices / ESI Hospitals / ESIC Medical Colleges are requested to prepare and furnish data as per directions contained in MoL&E letter under reference and send it at email address [jyoti.srivastav@esic.nic.in](mailto: jyoti.srivastav@esic.nic.in) with cc to [manoj.kumar88@esic.nic.in](mailto: manoj.kumar88@esic.nic.in) in the prescribed proforma by 17/05/21, so that a consolidated report may be forwarded to MoL&E.

Please ensure that an excel file in soft copy containing data being furnished, may also attached with the email.

**Encl:** As above.

Yours faithfully

(J. SRIVASTAVA)  
**ASSTT. DIRECTOR (E-6)**

No.Z-20016/01/2020-Fin.I(Pt.)  
Government of India  
Ministry of Labour & Employment  
Shram Shakti Bhawan

Rafi Marg, New Delhi-110001.  
Dated:- 13.04.2021.

OFFICE MEMORANDUM

**Subject:-** Furnishing information regarding no. of employees opting for LTC cash voucher scheme – reg.

The undersigned is directed to forward herewith a D.O. letter No.12(2)/2020-E.III(A) dated 12.04.2021 received from Additional Secretary (Pers.), M/o Finance, Department of Expenditure with the request to furnish information regarding no. of employees opting for LTC cash voucher scheme immediately.

2. All Bureau Heads are requested to furnish consolidated information including attached/subordinate offices in respect of LTC Cash Voucher Scheme only, to this division immediately. The information should contain the figure of total expenditure made by the employees i.e. the sum of invoices submitted by the employees and the cash payment claimed i.e. deemed LTC fare + leave encashment, if any given to the employees under the Scheme in the following format:-

Total No. of employees	No. of employees opted for LTC Cash Voucher Scheme till 31.03.2021	Total expenditure made under the Scheme	Cash payment claimed
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*Encls: as above*

*H Sharma*  
*13/4/2021*  
(Hemant Sharma)  
Under Secretary to the Govt. of India  
Tel No.011-23357496

To

JS(RKG)/CLC(C)/DDG(E)/DGMS/Labour Bureau/DGFASLI/CCA

Copy to: US(NKB)/US(KD)/US(AKB)/US(KM)/US(AKS)/PAO(MS)



ऐनी जॉर्ज मैथ्यू  
अपर सचिव (कार्मिक)  
**Annie George Mathew**  
Additional Secretary (Pers)  
Tel. : 23093283  
Fax : 23092652  
E-mail : mathewag@nic.in



भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग  
३६-ए, नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
39-A, North Block, New Delhi-110001

D.O. No. 12(2)/2020-E.II(A)

12<sup>th</sup> April, 2021

Dear *FA*,

Please refer to this Department's O.M. of even no. Dated 3<sup>rd</sup> November, 2020 wherein it was requested to furnish information regarding no. of employees opting for LTC Cash Voucher Scheme and Festival Advance Scheme, announced by the Government and issued vide this Department's O.M. of even No. dated 12<sup>th</sup> October, 2020, to this Department immediately and on 1<sup>st</sup> of every month. It has, however, been observed that information was/is being furnished in bits and pieces particularly in respect of attached/subordinate/field offices under Ministries/Departments.

2. As the Schemes were valid till 31<sup>st</sup> March, 2021 and consolidated information as on 31<sup>st</sup> March, 2021 required to furnish to PMO immediately, it is requested that consolidated information including attached/subordinate offices under Ministries/Departments, in respect of LTC Cash Voucher Scheme only, may be furnished to this Department in the following format immediately and also through e-mail at [prateeks.98@gov.in](mailto:prateeks.98@gov.in) with copy to [sunilkumar0970@nic.in](mailto:sunilkumar0970@nic.in) and [roy.pallab@nic.in](mailto:roy.pallab@nic.in) . The information should contain the figure of total expenditure made by the employees i.e. the sum of invoices submitted by the employees and the cash payment claimed i.e. deemed LTC fare + leave encashment, if any given to the employees under the Scheme in the following format:-

Total No. of employees	No. of employees opted for LTC Cash Voucher Scheme till 31.03.2021	Total expenditure made under the Scheme	Cash payment claimed

3. It is reiterated that the above information may be furnished to this Department immediately.

*WAM*  
With regards,

Yours sincerely,  
*Annie G. Mathew*  
(Annie G. Mathew)

To

All Financial Advisers to the Government of India