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	<p>भारत सरकार, रक्षा मंत्रालय Govt. of India, Ministry of Defence, कार्यालय रक्षा लेखा प्रधान नियंत्रक (प0 क0), Principal Controller of Defence Accounts (WC), चंडीगढ़ -160017, दूरभाष सं० 0172-2741611-14 सेक्टर -9 / ए Sector - 9 / A Chandigarh (UT) PIN -160017, Phone No. 0172- 2741611-14</p>	
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No. AN/VI/1435/SCP

Dated: 05.03.2021

To

All sections in Main Office

All sub offices under PCDA (WC)

(Through PCDA (WC) website)

Subject: **Submission of final adjustment claims on account of Special Cash Package in lieu of LTC for the block year 2018-2021 (All India/Home Town)**

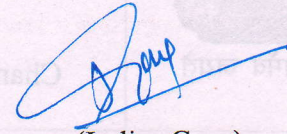
Reference: Main office circulars bearing No. even dated 23.10.2020, 07.12.2020 and 21.01.2021.

During scrutiny of final adjustment claims of Special Cash Package in lieu of LTC, a number of discrepancies are being observed, which otherwise should have been resolved at the time of countersigning the claims before forwarding to Main office. But it is a matter of concern that no proper pre-scrutiny is carried out at the level of O/Ic which is resulting in undue correspondence and wastage of time. Since this cash package is for a specified time period and all claims are to be settled well before **31 March, 2021**, it is reiterated that in order to avoid last minute rush and **resultant lapse**, to please direct desirous officials to complete the claims with utmost care enclosing all requisite documents at the earliest. It will be responsibility of O/Ic to examine the claims diligently before countersigning and sending to Main office. Lapse of claim due to non compliance of instructions and shortcomings will be the responsibility of concerned official although it had been directed in the earlier circular dated 21.01.2021 that the claims should reach this office by 1st March but it is found that a large number of cases are still pending.

Some common discrepancies noticed during the scrutiny of claims are as follows:

1. Block year/calendar year of LTC which is being surrendered to avail Special Cash Package is not **correctly** mentioned.

2. Declared Home Town is not indicated against the relevant column. It may be mentioned that this package is in lieu of LTC and all rules which are applicable in respect of normal LTC are to be followed. It has been seen from some claims that declared home town as well as duty station is same and individuals have submitted claim by surrendering **home town** LTC.
3. Basic pay/Pay Level is not mentioned
4. Date of appointment in the department is also required to calculate eligibility in respect of new appointees.



(Indira Garg)
ACDA (AN)

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