GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT

No.FEM.28/2016/31 Dated Shillong, the 15th February, 2022.

OFFICE MEMORANDUM

Subject : Monetary Compensation/Benefits in lieu of Leave Travel Concession.

The undersigned is directed to say that instances have come to the notice of the Government that many Government employees who retired with effect from March 2020 onwards and who have not been able to avail their pre-retirement Leave Travel Concession allowed under the Government Office Memorandum No.F(PR).11/7, dated 28.06.1980. After careful Consideration on the matter, the Governor of Meghalaya is pleased to introduce the Scheme of Monetary Compensation/Benefits in lieu of Leave Travel Concession as under :

1. State Government employees who are eligible for pre-retirement Leave Travel Concession but could not perform the journey due to COVID-19 protocols may opt for Monetary Compensation/Benefit in lieu thereof.

2. Claim of such Monetary Compensation/Benefit shall be eligible only on pre-retirement Leave Travel Concession.

3. Claim of such Monetary Compensation/Benefit shall be limited to a maximum of 4 (four) members including the Government employee. (i.e., spouse and dependent family members). The term "family members" shall be interpreted as per L.T.C. Rules.

4. The Controlling Authority shall ensure the eligibility criteria of Leave Travel Concession of the employee and the family members as per Office Memorandum stated above as amended from time to time and to furnish a certificate thereof along with the proposal for Monetary Compensation/Benefit.

5. Rate of Monetary Compensation/Benefit as per entitlement class in Meghalaya Travelling Allowance Rule 1985 as amended from time to time is fixed as under :

(a) Grade – I	₹6,500/-	per person
(b) Grade – II	₹4,500/-	-do-
(c) Grade – III	₹3,500/-	-do-
(d) Grade – IV	₹2,500/-	-do-

6. Claim of such Monetary Compensation/Benefit shall be referred to Finance (A.F) for concurrence and thereafter sanction may be accorded by concerned Administrative Department.

Contd/-2-

7. Government employees who are due to retire may either opt to avail the normal L.T.C, as applicable from time to time or the Monetary Compensation/Benefit under this scheme. Those who opt for Monetary Compensation/Benefit should submit their application in the prescribed format through their Controlling Authority within three months before the date of retirement. Claim after retirement shall not be entertained.

8. The Expenditure is debitable to the Head of Account from where the employees draws his/her Salary.

9. The Scheme shall be effective from 24.03.2020, the date of announcement of lockdown and shall remain in force till further orders. As a special case, Government employees who have retired from March, 2020 onwards and who have not availed the pre-retirement L.T.C are allowed to submit their application within three months from the date of issue of this Office Memorandum.

Sd/-
(Shri P.K. Agrahari, IFS)
Secretary to the Government of Meghalaya
Finance Department

Memo No.FEM.28/2016/31-A

Dated Shillong, the 15th February, 2022.

Copy to :

1. The Principal Accountant General (A & E)/(Audit) Meghalaya, Shillong.
2. All Administrative Departments/Heads of Department.
3. All Deputy Commissioners/Sub-Divisional Officers (Civil).
4. All Joint Secretaries in Finance Department.
5. The Director of Accounts and Treasuries Meghalaya, Shillong with a request to circulate to all Treasury Officers.
6. All Senior Financial Advisers, Financial Advisers and Finance & Accounts Officers.
7. The Commissioner Secretary Meghalaya Legislative Assembly.
8. The Director of Printing and Stationery with a request to publish the office Memorandum in the Gazette of Meghalaya Extra Ordinary and to supply 100 copies to this Department.
9. The State Informatics Officer, NIC, Shillong with a request to upload a copy of the Office Memorandum in the website of Finance Department.

By order etc.,

Deputy Secretary to the Government of Meghalaya
Finance (A.F) Department

APPLICATION FOR MONETARY COMPENSATION IN LIEU OF PRE-RETIREMENT L.T.C.

I intend to apply for Monetary Compensation/Benefit in lieu of pre-retirement Leave Travel Concession admissible as per O.M No.FEM.28/2016-31, dt. 15th February, 2022. My particulars are as below :-

1.	Name of the Applicant	:-
2.	Department	:-
3.	Designation	:-
4.	Basic Pay of the applicant	:-
5.	Grade as per T.A. Rules	:-
6.	Date of retirement	:-
7.	Name of spouse	:-
8.	Dependent Family members with relationship to the applicant	(1)
		(2)
		(3)

Certified that I have not availed and will not avail the Pre-retirement L.T.C eligible as per the existing Office Memorandum and opted for Monetary Compensation, Benefit in lieu thereof.

Date _____

Signature of the applicant.

Certified that the particulars given above are true to the best of my knowledge which is as per records maintained by this office.

Date _____

Signature and Designation of the Controlling Officer.