

	<p>Government of India Ministry of Finance, Department of Revenue Directorate General of Human Resource Development Indirect Taxes & Customs C-4, Ground Floor, IRCON Building, District Centre Saket, New Delhi-110017</p>	
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F.NO.712/369/HRD/WF-II / 10137-10487

Dated: 23- February, 2021

To,

- The Pr. Directors General/ Pr. Chief Commissioners (All)
- The Directors General/ Chief Commissioners (All)
- The Pr. Additional Directors General/ Pr. Commissioners (All)
- The Additional Directors General/ Commissioners (All)

Madam/Sir,

Subject: Grant of Financial Assistance for Preventive and Welfare measures for fighting against COVID-19 in CBIC-reg.

Please refer to this office letter dated 02.04.2020 on the subject-mentioned above.

2. Financial assistance amounting to Rs. 5.25 crores was disbursed vide Sanction Order No. 1/2020-21 dated 17.04.2020, to the 372 Commissioners/ HoDs for Preventive and Welfare measures for fighting against COVID-19 in CBIC from the Welfare Fund to help the employees under CBIC as well as prepare the workplace to fight the menace of COVID-19 so as to ensure seamless functioning of all the formations CBIC for continued supply of essential goods & services in the country and providing critical support to the taxpayers.
3. The Governing Body of the Customs & Central Excise Welfare Fund has now sanctioned the 2nd Installment from the Fund as financial assistance to the formations under CBIC at the rate of Rs. 3,00,000/- per Customs Commissionerate, Rs. 2,00,000/- per GST Commissionerate and Rs. 1,00,000/- (per HoD) for Directorates, as a welfare measure to prevent the resurgence of COVID-19 amongst the officers/staff and continued implementation of appropriate control measures for ensuing the seamless functioning of the formations of CBIC.
4. As stipulated in the scheme, the 2nd installment of the financial assistance shall be released only to those formations which have completely utilized the earlier sanctioned amount and have submitted the requisite utilization certificates in this regard. Therefore, all Zonal Pr. Chief Commissioners/ Chief Commissioners/ Pr. Directors General/ Directors



General, who have not yet submitted their consolidated Commissionerate-wise Utilization Certificates of sanctioned COVID-19 assistance in respect of their formations, may kindly submit the same in the prescribed proforma by **28.02.2021** as conveyed vide this office letter dated 25.01.2021.

5. The 2nd installment of financial assistance under the scheme is to be utilized within 06 months of its release strictly for preventive and welfare measures COVID-19 outlined hereunder:

- (i) Procurement & providing such goods & services as may be necessary to safeguard employees from the menace of COVID-19 & ensuring their well-being (This may include but is not limited to Personal Protective Equipment (PPE), thermal scanners, masks, sanitizers, other consumables, sanitization services, air purifiers, vacuum cleaners, safety gear &/ or any other equipment, consumables and services depending upon the location, and nature of work etc).
- (ii) Use of fund may also be considered where any employee has any emergent requirement including emergency transport, nutritional needs or any other special care not covered by CGHS or by any other existing scheme under the aegis of Welfare Fund. Such assistance to individual employees shall be not exceed Rs 10,000/- per employee & shall be applicable to only Group B & C employees.
- (iii) Further if any formation has any specific requirement, it can approach DGHRD separately with its request which can be put before the Governing Body for consideration.

6. To ensure appropriate utilization of the fund granted under the scheme, following guidelines have been stipulated:

- a) It is mandatory that all the proposals/ requests under this scheme are to be necessarily examined and recommended by the Advisory Committee headed by Principal Commissioner/ Commissioner/ Principal ADG/ ADG of the Commissionerate/ Directorate, with one representative each from Group 'A' to Group 'C' of the concerned Commissionerate / Directorate.
- b) The utilization of the fund may be done only on the recommendations of Advisory Committee of the concerned Commissionerate/ Directorate. In view of the fact that the scheme is suggestive and factors in local needs and requirements, prior approval of the guidelines for expenditure to be incurred and proposed utilisation of the funds as recommended by the Advisory Committee has to be obtained by the Pr. Commissioner/Commissioner/HoD from the jurisdictional Principal Chief Commissioner/Chief Commissioner/Principal Director General/Director General. Additionally, Pr. CCs/ CCs/ Pr. DGs/ DGs are required to oversee appropriate use of funds by means of checks to verify that expenditure has been/is being incurred in accordance with the guidelines approved by her/him.

- c) All expenditure from the financial assistance granted hereunder shall be done in accordance with the General Financial Rules, 2017 and other relevant Govt. guidelines/ Rules.
- d) The Utilization of the funds granted hereunder shall be monitored by the DG, HRD and a report on the utilization of the financial assistance during the month shall be submitted to the undersigned by all beneficiary Commissionerate/ Directorates by the 10th of the following month to the e-mail ID: dgwelfare.cbec@gov.in. The monthly report shall be submitted in the following format :

Name of the formation	Amount Sanctioned	Expenditure incurred in the Month	Progressive Expenditure	E-Mail Id & Contact No of Concerned ADC/JC	Remarks

In the event of non/underutilization of funds the DG, HRD may, with the approval of Member Administration CBIC, re-allocate the funds across formations on need basis.

- e) A Utilization Certificate by the concerned HoD, along with the copies of all bills/ vouchers would be submitted to the DG, HRD for audit and record purpose within 6 months of the release of 2nd Instalment of the financial assistance from Welfare Fund.
- f) Each Pr. Commissioner/Commissioner/HoD shall ensure that an arrangement is put in place by which employees and offices at remote locations are able to convey their needs and requirements through a dedicated email address which should be made known to the employees.
7. The Commissioners/ HoDs are requested to closely monitor the scheme so that the funds granted are judiciously & effectively utilized and ensure that the requirements of field formations and individuals are promptly met.

Yours sincerely,


23.02.2021

(Sucheta Sreejesh)
Addl. Director General (I&W) &
Member-Secretary, Governing Body (Welfare Fund)

Copy to: -

webmaster.cbec@icegate.gov.in, with a request to place this letter on CBIC's website. the scheme may also be flashed in the headlines.