

	<p style="text-align: center;">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>	
---	--	---

F.NO.712/369/HRD/WF-II

Dated: 4 June, 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 letters dated 02.04.2020 and 23.02.2021 on the subject-mentioned above.

2. Two installments of the financial assistance for Preventive and Welfare measures for fighting against COVID-19 in CBIC @ Rs. 2,25,000/- and Rs. 3,00,000/- respectively per Customs Commissionerate, Rs. 1,50,000/- and Rs. 2,00,000/- respectively per GST Commissionerate and Rs. 75,000/- and Rs. 1,00,000/- (per HoD) respectively for Directorates, have already been sanctioned by the Governing Body of the Welfare Fund, to help the Departmental officials as well as keeping the workplaces fully sanitized 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. In view of the severe second wave of COVID-19 which posed unprecedented challenges before the nation and as part of the continued efforts of the CBIC to counter the resurgence of pandemic, limiting the loss of valuable lives the officers/staff to the minimum and continued implementation of appropriate control measures in the formations of CBIC, the Governing Body of the Customs & Central Excise Welfare Fund has again

Slc
 1591 To 1910

 4.6.21

sanctioned an amount of Rs. 7.53 crores as 3rd Instalment from the Fund as financial assistance to the formations under CBIC for Preventive and Welfare measures for fighting against COVID-19 @ of Rs. 3,00,000/- for Customs Commissionerates, Rs. 2,00,000/- for GST Commissionerates and Rs. 1,00,000/- for Directorates (per HOD)

4. It is imperative that officers & staff of CBIC working 24*7 to ensure seamless supply of essential goods and services including the medical equipment and consumables badly needed in the country and providing of critical support to taxpayers are provided with workplace free from recognized hazards likely to endanger their life & safety and they deserve to be protected from the deadly effects of exposure to this malevolent contagion.

5. **The 3rd Instalment of the financial assistance shall be disbursed through the PD accounts of the concerned Commissionerates/ Directorates only to those formations which have utilized the earlier sanctioned amounts (being the 1st& 2nd Instalments) and have duly submitted the Utilization Certificates in this regard.** Therefore, it is very important that all formations must utilize their 2nd Instalment and submit the requisite Utilization Certificates through their Zonal Pr. CCs/ Pr. DGs/ CCs/ DGs at the earliest to enable this office to release the 3rd Instalment early.

6. The 3rd instalment 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:

- a. Procurement & providing such goods & services as may be necessary for prevention and 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, Oxygen Concentrators, Oximeters, 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.).
- b. Use of fund may also be considered where any employee has any emergent requirement in terms of emergency transport, life-saving medicines (only in cases when not provided by CGHS/ Government Hospitals), 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. 20,000/- per employee & shall be applicable to all serving officers/ staff of CBIC.
- c. 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.

7. To ensure appropriate utilization of the funds 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.cbic@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 (Admin) CBIC can 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.
8. 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.
9. It is re-iterated that all that all formations must utilize their 2nd Instalment and submit

the requisite Utilization Certificates through their Zonal Pr. CCs/ Pr. DGs/ CCs/ DGs at the earliest to enable this office to release the 3rd Instalment promptly.

Yours sincerely,

Signed by Sucheta
Sreejesh
(Sucheta Sreejesh)
Date: 04-08-2021 12:47:33
Reason: Approved
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 letter may also be shown prominently and be flashed in the headlines.