
	<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

Dated: 02.04.2020

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

The world is at the moment reeling under a pandemic due to outbreak of Coronavirus Disease 2019 (COVID-19). To contain the spread of COVID-19, it is important for all employers including the Govt. of India to plan a line of action to fight this pandemic and be prepared to prevent the potentially worsening situation. It is imperative that each office provides officials & staff with a workplace free from recognized hazards likely to endanger their life & safety as also those of society at large over the coming months. This is especially important in the context of CBIC, as seamless functioning of its formations is essential to ensuring continued supply of essential goods and services in the country and providing of critical support to taxpayers. This seamless, efficient and effective working is part of the frontline efforts of the Government and has been recognized as such. Staff and officers countrywide working 24*7 have put duty before self and family, and it is imperative that they are protected from the deleterious effects of exposure to this malevolent contagion.

2. Driven by concern for the well-being of officials & staff, a scheme for granting financial assistance from the Welfare Fund has been approved by the Governing Body of the Customs & Central Excise Welfare Fund. The objective of the scheme is to help the employees under CBIC in prevention, care and preparing the workplaces to fight the menace of COVID-19 & to fulfil social responsibility. Under this scheme, grant of one-time financial assistance from the welfare fund will be given. An amount of Rs. 2,25,000/- per Customs Commissionerate, Rs. 1,50,000/- per

GST Commissionerate and Rs. 75,000/- (per HoD) for Directorates will be granted as financial assistance which would be transferred to the PD accounts of the concerned Commissionerate/Directorate.

The assistance is meant for:

- 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 temperature scanners, masks, sanitizers, other consumables, sanitization services, air purifiers, safety gear &/ or any other equipment, consumables and services depending upon the location, and nature of work etc).
- ii. While the primary use of the fund would be for safeguarding employees, the funds may also be used in community outreach activities so as to ensure prevention & combating spread of the virus in the ecosystem around the workplace.
- iii. Use of fund may also be considered where any employee has any emergent requirement including emergency transport, nutritional needs at times of residential quarantine, 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 employee.

The ambit of the scheme is suggestive, to ensure that local factors & requirements as may arise from time to time can be met seamlessly. This will ensure optimal and effective utilization of the fund within the scope of the scheme.

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

- i. 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.
- ii. 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.
- iii. 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.

- iv. 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 DG, HRD 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.

- v. 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, within 3 months of the utilization of the financial assistance granted from Welfare Fund and not later than 30th September 2020 in any case.
- vi. 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.

4. Further in order to disburse the funds as mentioned in para 2 above, details of PD accounts operated by the Pr. Commissioners/Commissioners/Pr. ADG/ADG must be provided by 10.04.2020 to the nodal officer of Welfare section DGHRD, Mr Deshpal Kherwal (Assistant Director/Welfare) (Mobile number: 9818048966) at the E-Mail id dgwelfare.cbec@gov.in in the following format:

PD Account No	
Name of the Account holder (as mentioned in the cheque book)	
Name of Bank & Branch Address	
IFSC code	
MICR Code	

The Commissioners/HoDs should 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.

The scheme has come into effect from 01.04.2020.

Yours faithfully,



(Renu K. Jagdev)

**Pr. Additional Director General (I & W) &
Member-Secretary Governing Body (Welfare Fund)**

Copy to: -

- (i) The Joint Secretary (Admin.) CBIC, New Delhi
- (ii) Webmaster.cbic@icegate.gov.in with a request to place this letter on CBIC's website. Mention may also be made of the scheme in the headlines being flashed.