

APPLICATION FOR 'SPECIAL CASH PACKAGE SCHEME' IN LIEU OF LTC

1. Name of the Government servant :
2. Designation :
3. Current Pay & Pay Level :
4. Department & Section attached to :
5. Whether permanent or Temporary :
6. Place of hometown as declared in the Service Book:
7. Particulars of LTC availed for the previous Block Years: _____
Please tick : (i) Hometown
(ii) Anywhere in India
8. Please mention the current Block Year/'s of LTC to be availed in lieu of 'Special Cash Package': _____
Please tick: (i) Hometown
(ii) Anywhere in India

9. Particulars of Govt. Servant & his/her family members availing the facility:

Sr. No.	Name	Relationship	Age (in years)	Whether dependent (Yes/No)	* Deemed LTC fare per person (as per DoE OM dated 12.10.2020)
1					
2					
3					
4					
5					
6					
				Total	

* Employees entitled for Business Class of airfare - ₹36,000/- per person, Economy class ₹20,000/- per person, Rail fare of any class- ₹6,000/- per person.

10. Whether want to avail Leave Encashment against this LTC: Yes/No
11. Whether Advance is taken: Yes/No
12. Whether spouse is employed and if so whether entitled to LTC: Yes/No
13. Details of purchased goods/ service:

Item Purchased	Quantity	Rate of GST	Mode of payment	Amount Involved

TOTAL :-

Signature of Employee

DECLARATIONS

1. I _____ hereby certify that the above particulars furnished by me are true and correct.
2. I also undertake to refund the advance in full immediately in case of non-purchase of the goods/services for which advance is taken.
3. That my spouse is not employed in government. That my Spouse is employed in Government Service and this has not been availed of by him/her separately for himself/ herself or for any of the family members.
4. Certified that my wife/ husband against whom this scheme is claimed by me is employed in _____ (Name of the Public Sector Undertaking/ Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
5. Persons in respect of whom LTC is proposed to be availed are dependent on me.
6. I understand that the advance taken under the scheme should be settled on or before 31.03.2021.
7. I understand that the non-utilization/ under- utilization of advance will be accounted in accordance with the extant provisions relating to LTC advance i.e. immediate recovery of full advance in case of non-utilization and recovery of unutilized portion of the advance with penal interest.
8. I understand that the Invoice (from GST registered vendors/ service providers) which to be submitted for reimbursement under this scheme should be in my name or in the name of my spouse or my family member who is eligible for LTC fare. Further, I understand that the payment of the expenses have to be made through digital mode only. A copy of the proof of the payment via digital mode will be also be submitted by me for reference. The invoice/ voucher should have the GST number of vendor and also indicate the amount of GST paid.
9. I understand that the goods/services to be purchased under this scheme should carry a GST of 12% or above. The details of the GST should be clearly mentioned in the Invoice submitted.
10. I understand that in case of EL encashment, an amount equivalent to the value of leave encashment needs to be spent on the purchases of goods/ services.
11. I understand that an amount of three times of the cash equivalent of deemed fare needs to be spent on the purchase of goods/ services.

Name of the Bank:

Bank Account No:

IFSC Code:

Residential Address:

Signature of Employee

Ph. No.

Date: