

**PROFORMA FOR SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FARE**

1. Name of the applicant :
2. Designation/post :
3. Department/Section :
4. Date of Joining :
5. Basic Pay & Pay level :
6. Whether advance is required: Yes/No
7. Last LTC availed :
8. Details of family : Spouse, C/B/12: \_\_\_\_\_ C/A/12: \_\_\_\_\_ Dependent: \_\_\_\_\_  
(as per service book records)
9. Leave encashment : Yes/No, total No. of days \_\_\_\_\_
10. Details of amount claimed for special cash package equivalent in lieu of LTC fare for the block year 2018-21.

(a)	No. of family members for whom LTC/ special cash package claimed (with Name & relation)	1. 2. 3. 4. 5.
(b)	Deemed LTC fare per person	
(c)	Total deemed LTC fare in Rupees (Deemed fare X No. of persons)	
(d)	Leave encashment amount in Rupees	
(e)	Expenditure details in Rupees (with require document may attach separately)	
(f)	Claimed amount (leave encashment + 3 time of national airfare)	
(g)	Admissible amount [leave encashment + fare value (100% of leave encashment and 50% of fare value may be paid as an advance)	

11. My wife/husband is a Govt. employee and has not been claimed similar special cash package equivalent in lieu of LTC fare for the block year 2018-21.

12. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts within 30 days towards purchase or availing goods and services which carry a GST rate of not less than 12% from GST registered Vendors/Service providers through digital mode indicating clearly the GST number and the amount of GST paid.

13. In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I undertake to refund the entire advance/deducted from my salary in one lump sum along with penal interest as applicable in the current financial year 2020-21.

Signature of the applicant