PROFORMA FOR SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FARE

1.	1	Name of the applicant	:				
2.	[Designation/post	:				
3.	[Department/Section	:				
4.	[Date of Joining	:				
5.	Е	Basic Pay & Pay level	:				
6. V		Vhether advance is required: Yes/No					
7.		Last LTC availed :					
8.				C/B	/12:	_ C/A/12:	Dependent:
9.	L	eave encashment	: Yes/No,	to	tal No. of	days	
10. blo		Details of amount claimed ear 2018-21.	-			equivalent ir	ı lieu of LTC fare for the
	(a)	No. of family members special cash package Name & relation)					
-	(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 [leather the control of the contr	% of le	eave			

- 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.