

**Application Form for Special Cash Package in lieu of LTC
(LTC fare + 10 Days' EL Encashment) during block year 2018-2021.**

Employee ID No.: _____

Service Book No: _____

1. Name & Designation of the Government Servant: _____
2. Date of entering into the Govt. Service: _____
3. Basic Pay: Rs. _____ Pay Level: _____
4. Nature of appointment: _____
5. Home Town as recorded in Service Book: _____
6. Whether Husband / Wife is employed, if yes, (a) Name & Address of the Office: _____
_____ (b) please attach certificate from his/her employer
7. Whether the concession is to be surrendered for
Visiting Home Town, and if so, mention Block Year: _____
8. If the concession is to be surrendered "Anywhere in India"
Block Year proposed to be surrendered: _____
9. Single Deemed LTC fare Rs.: _____
10. E.L. Encashment required (attach last month Pay Slip): _____
11. Whether advance is required: Yes / NO: _____
12. Persons in respect of whom LTC is proposed to be availed:

S. No.	Name	Age	Date of Birth	Relationship	Verified by the Medical Section
1.					
2.					
3.					
4.					
5.					
6.					

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

(ii) 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 in one lumpsum along with penal interest as applicable.

Name of the Bank:..... SB A/C No.

Branch MICR Code..... IFSC Code

Date:.....

Signature of Applicant.....

Name of Employee:.....

Designation:.....

Department:.....

Head of the Deptt. /Instt.

Date: _____

For Office Use

Entitlement	Number of Persons	E.L. Encashment	Total Advance