

APPLICATION FORM FOR SPECIAL CASH PACKAGE IN LIEU OF LTC
During Block Year 2018-21
[LTC Fare + 10 Days EL Encashment]

Part – I

(To be filled by Government Servant)

1. Name, Emp.No.& Designation of the Govt. Servant :
2. Date of Entering the Government Service :
3. Basic Pay & Pay Matrix Level :
4. Home Town as recorded in Service Book :
5. Whether Wife/Husband is employed if so whether entitled to LTC :
6. If Wife/Husband Entitlement for LTC Detail required :
7. Whether the concession is to be surrender for visiting Home town and if block year :
8. If the concession is to be surrendered “anywhere In india” Block year proposed to be surrender :
9. EL Encasement (If any) :
10. Whether advance is required Yes / No :
11. Persons in respect of whom LTC is proposed to be availed:

S.No	Name	Age/ Sex	Date of Birth	Relationship	Block Year to be availed
01					
02					
03					
04					
05					
06					
07					

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

In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame. I understand and to refund the entire advance in one lump sum along with penal interest as applicable.

Details of account

Name of Bank :

Account No. :

IFS Code :

Signature of Govt. Servant

Name :

Designation:

Emp. No. :

Part – II

(For Office Use)

01 . Availed Last Block Period :

02. Due Block Period :

03 EL Encasement :

Department of Personnel & Administration

Department of Finance