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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

REQUEST FOR AVAILING SPECIAL CASH PACKAGE IN LIEU OF LTC

EL Encashment along with LTC fare **LTC fare only**

Name: _____ Emp. Code: _____

Designation: _____ Basic Pay & Matrix: _____

Dept./Section: _____ Date of Joining: _____

Year of last availed LTC: <input type="checkbox"/> Hometown <input type="checkbox"/> All India <input type="checkbox"/> Conversion of Hometown	(please mention year)				
Previous Leave Travel Concession (LTC) availed for	<input type="checkbox"/> Self <input type="checkbox"/> Dependent				
Name of Hometown as recorded in the Service Book of the employee					
Proposed Leave Travel Concession (LTC)	<input type="checkbox"/> Hometown <input type="checkbox"/> All India				
The LTC Block year proposed to be surrendered for availing this package	<input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Whether spouse is employed and if so whether entitled to LTC					
Advance is required for: <input type="checkbox"/> EL Encashment <input type="checkbox"/> LTC Fare	<input type="checkbox"/> Yes <input type="checkbox"/> No				
EL Encashment required <input type="checkbox"/> Yes <input type="checkbox"/> No, if Yes, number of days _____ (Maximum 10 days in one occasion)					
Persons in respect of whom LTC is proposed to be availed:					
S. No.	Name of the employee & dependent(s)	Age	Date of Birth	Relationship	Block year to be availed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

- i) I declare that the particular furnished above are true and correct to the best of my knowledge. I undertake to produce the bills/invoices 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.
- ii) I undertake that I will submit the Special LTC Cash package claim within one month from the date of drawl of advance or within three months from the sanction of LTC package without advance or before 31st March, 2021 whichever is occurred earlier.
- iii) I further declare that in the event of not availing of Special LTC Cash package or if I fail to produce the valid bills/invoices within the stipulated time frame. I undertake to refund the entire advance in one lump sum alongwith penal interest as applicable.
- iv) It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Section Head

FOR ESTABLISHMENT SECTION USE ONLY

- a) Whether employee is eligible to avail the Special Cash Package in lieu of LTC? _____.
- b) The Special Cash Package in lieu of LTC is admissible for which year? _____.
- c) EL encashment details are as follows:
- i) Balance EL available for encashment under LTC : _____ Day(s)
- ii) Cumulative EL encashed till date under LTC : _____ Day(s)
- iii) EL available in the Service Book as on _____ : _____ Day(s)
- iv) EL encashment admissible for this LTC : _____ Day(s)**
- v) Balance EL after encashment (iii-iv) : _____ Day(s)
- vi) Balance EL for encashment under LTC (i-iv) : _____ Day(s)
- vii) Basic Pay: ₹ _____/- viii) DA (%) ₹ _____/-
- ix) Amount admissible for EL encashment: ₹ _____/- (vii+viii*iv/30)**
- d) The total dependents including employee are admissible for this package _____.
- e) The admissibility of employee for deemed LTC fare: ₹ _____.
- f) The total admissibility of employee for deemed LTC fare (d*f): ₹ _____.
- g) The eligibility of deemed LTC fare amount as 50% advance (f/2): ₹ _____.
- h) The total admissibility of Special LTC cash package [c(ix) + g] : ₹ _____.**
- i) Three times of notional LTC fare (f*3): ₹ _____.
- j) Amount to be spent for full Special LTC cash package [c(ix) + i] : ₹ _____.

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

FOR ACCOUNTS SECTION USE ONLY

It is certified that no previous advance is pending against the employee. Hence, advance may be sanctioned for Leave Encashment and/or 50% of deemed LTC fare as follows:

HEAD	AMOUNT ESTIMATED	AMOUNT ADMISSIBLE
Leave Encashment	-	
50% of deemed LTC fare		
Total Amount (₹)		

(Rupees _____ only)

Junior Assistant (A/cs.)

Superintendent (A/cs.)

Asstt./Dy. Registrar (A/cs.)

Registrar

Director