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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

REQUEST FOR SETTLEMENT OF 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: _____

LTC Office Order No. NITUK/Estt./ _____ /LTC/045/			Date: _____ / _____ /20____		
Special Cash Package in lieu of LTC availed for the year of _____					
LTC due for Hometown/All India _____					
No. of settlement(s) submitted till date for availing Special Cash Package of LTC _____					
Whether LTC fare advance drawn, if yes, state the amount of advance & date					₹
Whether amount for EL encashment drawn, if yes, state the amount & date					₹
LTC fare against the number of dependent family member(s) or/and self _____					
Total expenses incurred in this claim					₹
Total reimbursement received from previous claim & date					₹
S. No.	Bill/Invoice No. & date	Amount	S. No.	Bill/Invoice No. & date	Amount
1.		₹	11.		₹
2.		₹	12.		₹
3.		₹	13.		₹
4.		₹	14.		₹
5.		₹	15.		₹
6.		₹	16.		₹
7.		₹	17.		₹
8.		₹	18.		₹
9.		₹	19.		₹
10.		₹	20.		₹
NOTE: If required, please enclose separate sheet.				TOTAL	₹

- i) I declare that the particulars furnished above are true and correct to the best of my knowledge. The above mentioned bills/invoices towards purchase or availing goods and services carrying 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 or my spouse has not claimed this reimbursement from any other source and will not claim the same in future.
- iii) I further declare that in the event of any change in the particulars given above which affect my eligibility for reimbursement of Special LTC Cash package, I undertake to refund the entire amount.
- iv) Unutilized advance of LTC fare and EL encashment shall attract the penal interest as per LTC norms.

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Section Head

FOR ESTABLISHMENT SECTION USE ONLY

- a) LTC Office Order No.NITUK/Estt./ /LTC/045/ Date: / /20 ____
- b) The Special Cash Package in lieu of LTC is admissible for the year of _____.
- c) 50% of LTC fare advance: ₹ _____ granted on _____.
- d) Earned Leave encashment amount: ₹ _____ granted on _____.
- e) Total dependents including employee are admissible for this package: _____.
- f) Amount admissible (per person) for LTC fare: ₹ _____.
- g) Deemed LTC fare of dependent or/and self (e*f): ₹ _____.
- h) Three times of notional fare (g *3): ₹ _____.
- i) Total amount (LTC fare & EL encashment) released (c+d): ₹ _____.
- j) The calculation of LTC cash package is as follows:

Mandatory expenditure components		Mandatory expenditure iii (i+ii)	Actual expenses incurred in this claim (iv)	Previous expenditure (v)	Total expenditure vi (iv+v)	Reduced actual expenditure vii (vi-ii)	LTC fare admissible for reimbursement viii (vii÷3)
Deemed LTC Fare (i)-h	Earned Leave Encashment Amount (ii)-d						

- k) Total amount admissible [j(ii+viii)]: ₹ _____.
- l) Shortfall amount of mandatory expenditure [g-j(viii)]: ₹ _____.
- m) **Total amount payable/recoverable after adjustment [k-(i-l)]: ₹ _____.**

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

FOR ACCOUNTS SECTION USE ONLY

- a) Total amount released: 50% of LTC fare: ₹ _____ ; EL Encashment: ₹ _____ ; Total: ₹ _____
- b) Total expenditure incurred in this claim including previous claim: ₹ _____
- c) Amount admissible for reimbursement [j (ii+viii)]: ₹ _____
- d) Shortfall amount of mandatory expenditure [g-j(viii)]: ₹ _____.
- e) **Total amount payable/recoverable after adjustment [k-(i-l)]: ₹ _____.**

Junior Assistant (A/cs.)

Superintendent (A/cs.)

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

Registrar

Director