

CENTRAL UNIVERSITY OF HARYANA

APPLICATION FORM FOR CLAIMING SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FOR THE BLOCK 2018 – 2021

Sl. No.	Particulars	Remarks		
1.	Name of the Employee			
2.	Designation			
3.	Employee ID			
4.	Department / Section			
5.	Date of Joining			
6.	Contact Number / E-mail			
7.	Basic pay and Level (As per 7CPC)			
8.	Whether wife / husband employed			
9.	Block period for which LTC to be availed			
10.	Persons in respect of whom Special Cash Package Equivalent in Lieu of LTC for the Block 2018-21 is being claimed			
S.No.	Name	Relationship	Age	Dependency Status
1.				
2.				
3.				
4.				
5.				
11.	Entitlement of Deemed LTC Fare (Write the category of Entitlement of Deemed LTC Fare)	(a) Business class of Airfare (Rs.36,000/-) – Level 14 & above (b) Economy class of Airfare (Rs.20,000/-) – Level 9 to 13-A (c) Rail Fare of any class (Rs.6,000/-) – upto Level 8		
12.	No. of days of Earned Leave for Leave Encashment (Attach Office Order)			

Note:

- The Scheme is available for this Financial Year 2020-2021 (i.e.) upto 31st March, 2021.
- The amount both on account of leave encashment and fare shall be admissible if the employee spends (i) an amount equal to the value of leave encashment and (ii) an amount 3 times of the cash equivalent of deemed fare on purchase of such items / availing of such services which carry a GST rate of not less than 12% from GST registered vendors / service providers through digital mode and obtains a voucher indicating the GST number and the amount of GST paid. The invoice and receipt should be in the name of the employee concerned only and payment should be made through Digital Mode only. “ The proof for each payment to be attached while claiming the benefit”.
- Staff who have completed one year of services is eligible for grant of this scheme may use any one of the LTC available in a Block Year.
- If the reimbursable amount is less than the advance drawn, this would be treated as under-utilization. However, after calculation of the claim, balance amount, if any may be recovered from the employee with penal interest.
- The reimbursement is based on production of invoice with details of GST. As far as possible, claim should have been made and settled well before 31st March, 2021 to avoid any last minute rush and resultant lapse. The invoice which is being submitted for reimbursement under the scheme should be in the name of the employee who is availing the scheme.

Date:**Signature of the Employee****(FOR OFFICE USE ONLY)****Finance Department:**

1.	Entitled for Leave Encashment: (a) Leave encashment (100%) = (Basic Pay * 1.17) * 10/30	
2.	Entitled for Deemed LTC Fare: (b) Deemed LTC fare (50%) = (Deemed LTC fare per person * No. of Dependents) / 2	
Total (a+b)		
3.	Total bills submitted for claim	
4.	Claim may be passed for payment	
Assistant Section Officer A. R. (F) Consultant (I.A.) Finance Officer		