**REIMBURSEMENT FORM FOR ‘SPECIAL CASH PACKAGE SCHEME’ IN LIEU OF LTC**

**(PART – A)**

1. Name of the Govt. Servant : ………………………………………………………………………………………
2. Designation & Department : ………………………………………………………………………………………
3. LTC Block year in lien of which the LTC special pay package has been availed: ……………………………
4. Whether Home Town/Anywhere in India: ……………………………………………
5. (a) Pay Level : …………………………………………………………………………………….

(b) Pay : …………………………………………………………………………………….

1. (a) Entitled class for LTC : ……………………………………………………………………………………….

 (Air economy class/rail)

(b)

|  |  |
| --- | --- |
| **Category of employees entitled for LTC** | **Deemed LTC fare per person (round trip)** |
| Economy class of Air Fare | Rs.20000/- |
| Rail fare of any class | Rs.6000/- |

1. Opting for Leave encashment is not mandatory i.e. it is **Optional.**

Whether applied for Leave encashment of EL along-with the LTC Special Cash Package: Yes/No.

**(If yes, attach a copy of the Leave Encashment order)**

1. Particulars of members of family (including employee) in respect of whom the ‘**Special Cash Package Scheme’** in lieu of LTC is claimed**: (As per family particulars for LTC)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Name | Age | Relationship with the Govt. servant | Deemed LTC fare per person (Rs.) |
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|  |  |  | 1. Total Deemed LTC fare
 |  |
|  |  |  | (B) Total Deemed LTC fare x 03 times =  |  |
|  |  |  | (C) Leave encashment, if applied, otherwise NIL  |  |
|  |  |  | (D) = (B+C) Amount to be spent for full cash benefit |  |

1. Actual amount spent by the Govt. servant under LTC Special Cash Package Scheme: …………………………..

Please provide details of the bills/invoice/ vouchers in the attached format in ‘**Annexure- I**’ and submit the original copy of the bills along with this form as well as the proof of payment made through digital mode.

1. Amount of advance, if any, drawn, ………………………… Rs. ………………………

Date: …………………

**Signature of Government servant**

**CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT**

## CERTIFIED THAT.-

1. The information as given above is true to the best of my knowledge and belief;
2. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block for the years …………………. to ……………………..
3. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and this LTC scheme has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years ………………. to ………………
4. That my husband/wife for whom LTC is claimed by me is employed in………………………………………………………………………..(name of the Public Sector Undertaking/Corporation/Autonomous Body. Etc.), which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and
5. That my husband/wife for whom Special Cash Package Scheme in lieu of LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.
6. I have adhered to all the provisions laid down in the MoF, DoE OM dated 12.10.2020, 20.10.2020 and 04.11.2020 in the matter of Special Cash Package Scheme in lieu of LTC and has accordingly, made the purchases of goods/ services.
7. I have retained the original invoices/bills with me and will produce the same to office for verification on demand.

Date: …………………

**Signature of Government servant**

**PART - B**

**(To be filled in by the Bill Section)**

1. Amount to be spent for full cash benefit (as per point no.8 of Part-A): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Actual amount spent as stated in Annexure-I of Part-A:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Calculation of Net Amount entitlement for reimbursement of the LTC
Special Cash Package:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Calculation** | **Admissible amount (Rs.)** |
| 1 | Share of Fare in total |  |  |
| 2 | Share of Leave Encashment in total |  |  |
|  | Total Amount Admissible |  |  |
|  | Less: Advance taken, if any |  |  |
|  | **Net Payable/Receivable** |  |  |
|  | **(Rs. in words)** |  |

**Initials of Dealing Asstt.**

**Signature of Drawing & Disbursing Officer**

**Countersigned**

**Signature and designation of Controlling Officer**

**PART - C**

**(To be filled in by Admn.I Section)**

**Certified that necessary entries have been made in the Service Book of Dr./Shri/Smt./Kum. (Name &**

**Designation of the Govt. servant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of the Officer Authorized to attest entries in the Service Book

**CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER**

**Certified that Dr./Shri/Smt./Kum. (Name & designation of the Govt. servant)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has rendered continuous service for one year**

**or more on the date of availing the LTC Special Cash Package.**

**Signature & Designation of Controlling Officer**

Name of the Govt. servant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure – I**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Details of bills/ invoice/ vouchers (name of the vendor) | Name of the buyer appearing on the invoice | Mode of purchase(Outright orEMI basis)  | Invoice no. & Date  | Name of the product/services | Basic Price of product/ services(excluding GST)(Rs.) | GST percentage (should be 12% or above) | GST Amount(Rs.) | Total Amount (including GST)(Rs.) | Mode of Payment)  | Copy of original invoice/ voucher is enclosed (Yes or No) |
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|  |  |  |  |  | Total |  |  |  |  |  |  |

Note:-

1. All eligible purchases on or after 12.10.20 and before 31.03.2021 will be counted for the LTC Special Cash Package Scheme.
2. The invoice submitted should be in the name of the employee or in the name of spouse or any other dependent family members who are eligible for LTC fare. Further, self attested photocopy of the the original bills should be submitted along with this form. The original bills may be produced on demand by the office for verification.
3. Digital Payment transactions can be done through several means. Some of them are Bharat Interface for money (BHIM), BHIM Aadhaar, Bharat QR Code, Unified Payments Interface (UPI), Unstructured Supplementary Service Data (USSD), Immediate Payment Service (IMPS), Debit/Credit Cards, National Electronic Funds Transfer (NEFT), Real Time Gross Settlement (RTGS) etc. Payment done through Cheque/Demand Drafts/Banker’s cheque are also acceptable. **Cash purchases are not acceptable for reimbursement.**
4. The payments against the purchase of goods/ services should be made through the modes stated above and the proof of the same needs to be submitted with this form.
5. Procurement from e-commerce platform is also permissible provided the relevant invoice/details are submitted. **Purchases on EMI basis are also permissible**.
6. Reimbursement will be on Pro-rata basis. Expenditure done for purchase is allowed to be less than three times of the deemed fare but the amount reimbursed will be 1/3rd of the spent amount.

Date: ………………………

**Signature of Government servant**