

Leave Travel Concession (LTC) Cash Voucher Scheme 2020 Application Form
Application Form for Special Cash Package in Lieu of LTC
LTC Fare + 10 Days EL Encashment

During Block Year 2018-21

1. Name / Designation of the Government Servant: _____
2. Date of entering the Government Service: _____
3. Basic Pay: _____
4. Pay Matrix Level: _____
5. Whether Permanent or Temporary: _____
6. Home Town as recorded in Service Book: _____
7. Whether wife / Husband is employed And if so whether entitled to LTC: _____
8. Whether the concession is to be surrendered for visiting Home-Town,
and if so block year: _____
9. If the concession is to be surrendered "anywhere in India" Block year proposed to be
surrendered: _____
10. Single Deemed LTC fare: _____
11. Whether advance is required: Yes /No _____
12. Persons in respect of whom LTC is proposed to be availed:

S. No.	Name	Age	Date of Birth	Relationship	Block year to be availed
1					
2					
3					
4					

Note: For applying 10 days leave encashment separate application may be submitted to Admn-I

I declare that the particulars 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% from GST registered Vendors/ Service providers through digital mode indicating clearly the GST number and the 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 to refund the entire advance in one lump sum along with penal interest as applicable.

Date:

Signature:

Name:

Designation:

EID: