

Application for Special Cash Package equivalent to Leave Travel Concession Fare and leave encashment for Central Government Employees against conversion of one LTC during the Block 2018-21 w.r.t. Deptt. Of Expenditure, M/o Finance O.M. No. 12(2)/2020-EII (a), dated 12th October, 2020.

1.	NAME & DESIGNATION OF GOVERNMENT SERVANT	
2.	WHETHER PERMANENT OR TEMPORARY (IF TEMPORARY, A SURETY BOND MAY BE FURNISHED)	
3.	DECLARED AND ACCEPTED HOMETOWN FOR LTC	
4.	BLOCK YEAR FOR WHICH THE LTC WAS LAST TAKEN	
5.	BLOCK YEAR FOR WHICH THE LTC IS DESIRED	
6.	NAME AND RELATIONS OF THE FAMILY MEMBERS FOR WHOM LTC IS BEING CLAIMED (in case of family members it should be certified that they are residing with and wholly dependent on the applicant) The term family has the same meaning as given in SR, 2(8) as amended from time to time or other corresponding rule applicable to the government servant for purpose of travelling allowance or transfer.	
7.	WHETHER HIS WIFE/HER HUSBAND IS A GOVT. SERVANT OR EMPLOYED IN SUCH AN OFFICE WHERE LTC IS ADMISSIBLE AND IF SO, A CERTIFICATE MAY BE FURNISHED THAT HE/SHE HAS NOT AVAILED/WILL AVAIL LTC FOR THE BLOCK YEAR CONCERNED.	
8.	BASIC PAY AND LEVEL OF PAY MATRIX	
9.	DEEMED FARE OF INDIVIDUAL OR FAMILY AS APPLICABLE (as per para 2 (c) of the aforesaid OM dated 12.10.2020)	
10.	ADVANCE REQUIRED, IF ANY (maximum upto 50% of the value of deemed LTC fare and 100% of leave encashment)	

IT IS CERTIFIED THAT THE ABOVE MENTIONED FAMILY MEMBERS ARE LIVING WITH ME AND FULLY DEPENDENT ON ME.

DATED.....

(SIGNATURE OF GOVT. SERVANT)

Mobile no.....