

**Application Form for Special Cash Package in lieu of LTC
(LTC fare + 10 Days EL encashment) for the block year 2018-21.**

1.	Name/Designation of the Government Servant:	
2.	Basic Pay and Pay Level:	
3.	Date of entering the Govt. Service:	
4.	Whether permanent or Temporary:	
5.	Home Town as recorded in Service Books:	
6.	Whether wife/Husband is employed : And if so whether entitled to LTC	
7.	Whether the concession is to be surrendered for visiting home town, and if so block year:	
8.	If the concession is to be surrendered " Anywhere in India" Block Year proposed to be surrendered:	
9.	Single Deemed LTC fare:	
10.	Whether of advance is required : YES/NO	

11. Persons in respect of whom LTC is proposed to be availed:

Sl No	Name	Age	Date of Birth	Relationship	Block year to be availed
1					
2					
3					
4					
5					
6					

12. Amount of Advance required:

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts towards 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.

(ii) In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I undertake to refund the entire advance in one lump sum alongwith penal interest as applicable.

Place:

Date:

Signature:

Designation:

Account No:

Office:

From:

To

The CDA,

(AN II Section)

No 1 Staff Road,

Secunderabad – 09.

Subject: Encashment of EL under Special Cash Package in lieu of LTC for the block year 2018-21.

Respected Sir,

I submit that I intend to avail encashment of EL under special cash package in lieu of LTC for the block year 20 by surrendering Home Town LTC/ All India LTC as per the provisions of Min. of Fin, DoE O.M. No: 12(2)/2020 – E II (A) date: 12/10/2020. I therefore request to kindly sanction encashment of EL for 10 days.

Thanking You Sir,

Yours faithfully,

Place: Secunderabad.

Date:

()

REQUISITION FOR ADVANCE

रखा लेखा नियंत्रक / Received from the Controller of Defence Accounts SECUNDERABAD the
 Sum of ₹ /- (रुपये/Rupees) _____ only/मात्र)
 की राशि को/ on account of advance of HLTC/AILTC की पेशगी के रूप में प्राप्त किया।

• मूल वेतन / Basic Pay : ₹.

विवरण / Details : Onwary Journey ₹ _____
 Return Journey ₹ _____
 ₹. _____

 To be stamped where necessary

Counter Signed

JCDA/DCDA/ACDA

हस्ताक्षर/Signature
 नाम, पदनाम तथा ले. सं./ Name, Grade & A/c. No.

Dept/Section.

यहा पर सभी विवरण भरे जिसमे पेशगी का प्राधिकार तथा आदेश की तारीख जिसके आधार पर दावा किया जा रहा है शामिल हो/
 Here insert full details including authority for advance and number and date of order on which it is claimed.

Passed for (रु/₹. /-पैसे/Ps.) (रुपये/Rupees) _____
 मात्र/only) के लिए नियमानुसार भुगतान के लिए पास किया/ for Payment as under: -

खजाना Treasury	आदाता का नाम/ Name of the Payee	चेक की राशि/ Amount of Cheque	चेक की तारीख/ Date of Cheque	आद्यक्षर /Initials of	
				"डी" अनुभाग "D" section	"डी" अनुभाग "D" Section

ले.प _____ अनु. अधि (ले)/स.ले.अ/SO (A)/AAO ले.अ/व.ले.अ/AO/SAO
 पंचिंग माध्यम/PUNCHING MEDIUM

मास /MONTH: /201	र.लनि/ CDA: 25	सेक्शन /SECTION.: 101	वाउचर की श्रेणी /CLASS OF VR: 1	Vr. No.
वर्गीकरण कूट शीर्ष / Code Head	प्राप्ति /Receipts	वर्गीकरण कूट शीर्ष / Code Head	प्रभार /Charges	
	(+)		(-)	(+)
CB.		68/094/26		