

**APPLICATION FORM FOR GRANT OF ADVANCE FOR SPECIAL CASH PACKAGE
LEAVE TRAVEL CONCESSION BLOCK YEAR 2018-2021**

1.	Name of Applicant																	
2.	Designation																	
3.	Name of Department / Section																	
4.	Employee ID Number																	
5.	Pay Level and Pay Band																	
6.	Bank Account Number																	
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9.	Details of Last LTC availed																	
10.	Block Year of LTC in lieu of which cash voucher is to be availed																	
11.	Whether exhausted prescribed limit of Leave Encashment for LTC	YES/NO																

I certify that the above facts are true and any false information shall make me liable for appropriate disciplinary action under Rule 16 of CCS (LTC) Rules, 1988.

Signature with date of the applicant

Mobile No. _____

To,

DR (Admn)

NITIE Mumbai

**APPLICATION FORM FOR REIMBURSEMENT OF SPECIAL CASH PACKAGE LEAVE
TRAVEL CONCESSION BLOCK YEAR 2018-2021**

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11.	Details of Last LTC availed																						
12.	Block Year of LTC in lieu of which cash voucher is to be availed																						
13.	Whether exhausted prescribed limit of Leave Encashment for LTC	YES/NO																					

I certify that the above facts are true and any false information shall make me liable for appropriate disciplinary action under Rule 16 of CCS (LTC) Rules, 1988.

Signature with date of the applicant

Mobile No. _____

To,

AR (Finance & Accounts)

NITIE Mumbai

GUIDELINES TO BE COMPLIED WITH AVAILAING SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC

1. In order to avail this package an employee **should opt for both leave encashment and LTC fare.** An employee who has already exhausted the prescribed limit of leave Encashment for LTC can avail this scheme utilizing the applicable LTC fare without Leave Encashment.
2. Leave encashment not exceeding the maximum limit of 60 days eligibility during the entire service is permissible. The employee can however avail the benefit of scheme without the leave encashment if such encashment is not available. No leave will be debited to the available EL credit.
3. The purchase / service should carry a GST of 12% and above **and payment should have been made through Digital Mode.**
4. 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.
5. Advance can be availed under this scheme. An amount upto 100% of leave encashment and 50% of the value of deemed fare may be granted as advance.
6. All bills related to settlement of Advance and Reimbursement under this scheme should be submitted to Accounts Section on or before 15.03.2021.
7. The invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC Fare.
8. **Non - Utilization / Under Utilization of Advance will be accounted in accordance with the extant provisions relating to LTC Advance.**

Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-2021

Compilation of salient points for kind reference of all.

References: O.M. of even number dated 12th October 2020 and Frequently Asked Question (FAQ) issued vide O.M. of even number dated 20th October, 2020 and subsequent Oms on the subject.

1. The Special Cash Package Scheme in lieu of one LTC is to compensate and incentivise consumption by Government Employees and the benefits can be availed up to 31.03.2021.
2. Advance may be availed in lieu of LTC fare and Leave encashment.
3. The number of days of Leave encashment for LTC (10 days or less than 10 days) is to be in accordance with the relevant provisions of LTC rules.
4. An employee can avail this scheme utilizing the applicable LTC fare without opting for leave encashment. Leave encashment is optional.
5. In order to claim the applicable deemed fare, an employee is required to spend three times of the deemed LTC fare, the reimbursement in the case of expenditure less than the prescribed three times would be 1/3rd of the actual expenditure. The reimbursement in this case would be on pro-rata basis.
6. As this is a Special Cash Package, the rules relating to advance taken under LTC are not applicable in the present Scheme.
7. The advance taken under the scheme shall be settled on or before 31st March, 2021.
8. The invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC Fare.
9. The scheme is in lieu of one LTC available during the block year. Either Home town LTC or Anywhere in India LTC is eligible for LTC Special Cash Voucher Scheme if it is not utilised in the Block Year 2018-2021.
10. Leave encashment is to be in accordance with LTC Rules not exceeding the maximum limit of 60 days eligibility for leave encashment during the entire service. The employee can however avail the benefit of scheme without the leave encashment if such encashment is not available.
11. If an employee has already availed hometown LTC (only for self) for 2018-19 along with leave encashment, he/she can now claim LTC cash voucher scheme with LTC for self from block year 2020-21 and for remaining family members from block 2018-19. However, the claim for leave encashment shall not exceed the maximum limit of 60 days eligible for encashment.

12. In case of both husband and wife are working in the central government, if one is availing LTC cash voucher scheme for self and spouse and also taking LTC leave encashment, then the spouse also can avail LTC leave encashment separately for the purpose of LTC Special Cash Voucher Scheme.
13. If an employee avails only deemed LTC fare without leave encashment, and spends less than or equal to three times of the deemed fare entitlement, the reimbursement will be on pro-rata basis.
14. As per scheme Goods & Services attracting GST of 12% or more can be purchased.
15. As per scheme Goods & Services attracting GST of 12% or more can be purchased. Thus, the purchase of any goods or services which attract GST of 12% and above qualify for reimbursement under this scheme. Purchases on EMI basis are also permissible. The purchase should have been effected after the issue of the order i.e. 12.10.2020 and should have an invoice.
16. The special cash package envisages just of purchase of goods and services with GST of 12% and above made during the period between 12.10.2020 and 31.03.2021.
17. Payment of premium of existing insurance policies does not fall under this category. However, payment of premium for insurance policies purchased during the period between 12.10.2020 and 31.03.2021 is eligible for reimbursement under the scheme.
18. The employees who are due to superannuate (say) on the 31st December 2020, be required to submit the vouchers/bills before his/her superannuation i.e. before the 31st December 2020. Vouchers/bills should be submitted and settled before the date of superannuation.
19. Central government employees availing the LTC cash voucher scheme can purchase goods or services in the name of spouse or other family members eligible for LTC fare.
20. An individual can purchase different items which attract GST of 12% and more. The payment should be made through digital mode.
21. Any purchase with digital mode is to be supported by invoice. Based on production of invoice the spending is calculated. The intention of this scheme is to encourage every mode of purchase (purchase made online from e-commerce website are also acceptable). It is for the employee to choose a suitable digital mode.
22. The payment be made by cheque /DD / Banker's Cheque/ NEFT/RTGS, provided the transactions occurred on or after 12.10.2020 till 31st March 2021 and bills are submitted before 31.03.2021.
23. An amount up to 100% of leave encashment and 50% of the value of deemed fare may be paid as advance into the bank account of employee.

24. The scheme is valid up to 31.3.2021 and is in lieu of the available LTC. An official may avail LTC for 2021 in 2021 provided the same has not been foregone in lieu of the benefits of the said scheme.
25. The Special Cash Package Scheme in lieu one LTC is to compensate and incentivize consumption by Government Employees and the benefits can be availed up to 31.03.2021. Para 4 of O.M. dated 12.10.2020 provides for advance to Government employees in lieu of LTC fare and Leave encashment. As this is a Special Cash Package, the rules relating to advance taken under LTC are not applicable in the present scheme. Accordingly it is clarified that:
 26. The advance taken under the scheme shall be settled on or before 31st March 2021, and (ii) the invoices of the goods and services purchased as per the scheme may be in the name of spouse or any family member who are eligible for LTC Fare as declared in the Service records.
27. All fresh recruits can avail this scheme.
28. Any unutilized LTC of the block of 2018-21 is eligible.
29. If a fresh recruit who is governed by LTC Rules for New Recruits is in his 8th year after recruitment opts for this scheme, can also avail this scheme and can submit bills having date of January-March 2021. In such cases, one block year of LTC/ or one LTC to be foregone to avail the benefits of the Special Scheme.
30. If an employee has already exhausted 60 days of Leave Encashment, he/she can avail only deemed fare value.
31. If a child is less than 5-year-old then he is not eligible for rail fare however, he will be counted as a dependent for this scheme per the eligibility clause of a dependent in accordance with LTC Rules.
32. All eligible purchases on or after 12.10.2020 and before 31.3.2021 can be counted for reimbursement
33. If an employee buys a car or any other items or services, it is not mandatory to submit original bills to Accounts as the same may be required by the employee for claiming the warranty and ownership of the item/service. Self-attested photocopy would suffice. However, the original bills may be produces on demand for information and verification