

SHIVAJI COLLEGE

(UNIVERSITY OF DELHI)

RING ROAD, RAJA GARDEN, NEW DELHI-110027

Form for Advance for Special cash package equivalent in lieu of LTC/HTC fare and Leave Encashment for college employees during the Block Year 2018-2021.

(This package will take effect from date 12-10-2020 till 31-03-2021)

1	Name of Employee:				
2	Designation :				
3	Department:				
4	Mobil No:				
5	E.Mail Address:				
6	Date of Appointment:				
7	Basic Pay as per 7th CPC:				
8	Home Town as recorded in Service Book:				
9	Whether Wife/Husband Employed:				
10	Whether she/he entitled to LTC:				
11	Whether the concession is to be availed for LTC/HTC:				
12	Block Year:				
13	Person in respect of whom LTC/HTC is parposed:	S.No.	Name	Age	Relationship
14	No of days' EL surrendered for encashment*				

CERTIFIED THAT:

- 1 The particulars furnished above are true and correct to the best of my knowledge.
- 2 That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of years _____ to _____.

- 3 That my husband/wife for whom LTC/HTC is claimed by me is employed in _____
_____ (name of the Public Sector undertaking
/corporation /Autonomous Body,etc.) ,which provides LTC facilities but he/she is not preferred and
will not prefer, any claim in this behalf to his/her employer; and
- 4 That my husband/wife for whom LTC/HTC is claimed by me is not employed in any Public Sector
undertaking /corporation /Autonomous Body,etc.financed wholly or partly by the Central or State
Government,Local Bodies ,which provides LTC facilities to its employees and their families.
- 5 I will spend this Sepcial Cash Package on purchase of such items/availing of such services which
carry a GST rate of not less than 12% from GST registered vendors/service providers through digital
mode.
- 6 I undertake to produce the proof of digital mode of payment along with a voucher or invoice
indicating the GST number and the amount of GST paid before 15-03-2021.

NOTE: **NON-UTILIZATION / UNDER-UTILIZATION OF ADVANCE IS TO BE ACCOUNTED FOR BY
THE COLLEGE IN ACCORDENCE WITH THE EXTANT PROVISIONS RELATING TO
LTC/HTC ADVANCE I.E. IMMEDIATE RECOVERY OF FULL ADVANCE IN THE CASE OF
NON-UTILISATION AND RECOVERY OF UNUTILIZED PORTION OF THE ADVANCE WITH
PENAL INTEREST .**

Earned leave up to a maximum of 10 Days at a time may be encashed. This is limited to a maximum of 60 days during the entire
career.Maximum permissible is 10 days on 6 Occasions

Dated:

(Signature of the applicant)

FOR THE USE OF ESTABLISHMENT SECTION ONLY

Certified that Dr /Mr /Ms _____ has _____ days of earned leave to
his/her credit as on date of application.His/Her Earned Leave account has been debited
by _____ days for availing Special cash package equivalent in lieu of LTC/HTC .

It is recommended that the above staff member may be granted El encashment for _____ days
He/She has already encashed _____ days earned leave on _____ occasions till date.
His/Her Earned Leave balance after availing the above encashment will be _____ days (Min 30
days)

Also certified that necessary entries are made in the leave records & Service Book of the staff
member.

Dealing Assistant

A.O./ S.O. (Admin.)

Principal