



No. *RMS/84/21*

Date: *10/02/2021*

NOTICE

In continuation to the Office Order vide no.19th BoG/AT/Orders/19/295 dated 29th January, 2021 issued by the Registrar on 29.01.2021 relating to 'Special Cash Package equivalent in lieu of Leave and Travel Concession Fare' for Central Government employees during the block year 2018-2021, the relevant proforma for filling by the willing employees, is enclosed.

The enclosed 4-pages'proforma has two parts : (I) Application for grant of Special Cash Package consisting of first two pages and (II) Claim Form for Special Cash Package consisting of the rest two pages.

The willing employees are requested to submit the 'application form' for grant of Special Cash Package at the earliest so that the application can be processed for necessary approval from the competent authority and approval order, in this respect, can be issued.

Since the last date of receiving the bills has been fixed by Finance Section of the Institute as on March, 15, 2021, the employees who has availed the Special Cash Package, are requested to submit the filled in 'Claim Form' along with supporting invoices in original including the approval order by 10th March, 2021 so that the claims can be processed and sent the same to the Finance Section in the stipulated time.

This is issued with the approval of the competent authority.

Sd/-
(Suranjan Sinha)
Registrar(Acting)

Encl.: As above

Copy forwarded for information and necessary action to:

- 1) Private Secretary to the Director
- 2) All Deans/Heads of the Departments/Schools/Centre
- 3) All Officers
- 4) Deputy Registrar (Finance)
- 5) Internal Auditor
- 6) Record Section
- 7) Institute Website

Suranjan Sinha
(Suranjan Sinha)
Registrar(Acting)



APPLICATION FOR GRANT OF SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FARE

To
The Registrar
IEST, Shibpur

I am a permanent employee of the Institute and would like to avail Special Cash Package equivalent in lieu of Leave Travel Concession Fare during the Block 2018-21 as per Department of Expenditure's O. M. No.12(2)/2020-EII(A) dt.12.10.2020 as conveyed by the Department of Higher Education, Ministry of Education, Government of India vide letter No. F. No. 32-15/2020-TS.I Dated 6th November 2020 on "Special Cash Package equivalent in lieu of LTC Fare". I detail below the information.

SL.No.	Particulars	Details
1.	Name of the Employee (in Block letters)	
2.	Employee Code	
3.	Designation	
4.	Dept./Centre/School/Section/Unit	
5.	Contact No.	Email Id:
5.	Basic Pay	Pay Level
6.	Date of appointment in IEST, Shibpur	
7.	Block Period of LTC applied for	
8.	Whether Wife / Husband employed in Govt. service (Y / N)	
9.	Would like to avail Leave Encashment (Yes/No)	
	If yes, indicate the number of days of EL to be encasheddays (Maximum 10 days)
10.	Details of eligible family members (including self) against whom special LTC cash package would be availed (as per rules)	
	Name	Relationship Date of Birth Age
	i.	
	ii.	
	iii.	
	iv.	
	v.	
	vi.	
11.	Entitlement for Deemed LTC Fare per person (Please ✓ the amount only)	
	(a) Business class of Airfare (Rs.36,000/-) : Pay Level 14 & above	Rs.36,000/- <input type="text"/>
	(b) Economy class of Airfare (Rs.20,000/-) : Pay Level 9 to 13A	Rs.20,000/- <input type="text"/>
	(c) Rail Fare of any class (Rs.6,000/-) : upto Pay Level 8	Rs.6,000/- <input type="text"/>
12.	Total Deemed LTC Fare applied for (No. of Person × Deemed LTC Fare per person)	
		Rs.
13.	Eligibility	
	(a) Amount equal to Leave Encashment = (Basic Pay × 1.17) × No. of Days of EL / 30	Rs.
	(b) Amount 3 times of Sl. No. 12	Rs.
	Total amount of Eligibility for Cash Package (a + b) =	
		Rs.
14.	Advance Required (please ✓)	If Yes, the Amount of Advance is (upto 100% of Leave encashment + 50% of value of Total Deemed LTC Fare)
	(YES / NO)	Rs.

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

Dated:

Signature of the Employee

Undertaking by the Applicant:

1. I undertake to settle the advance as earlier as possible not beyond 31st March, 2021.
2. I undertake to produce the receipts (towards purchase or availing goods and services which carry GST rate of not less than 12% from GST registered Vendors / Service providers) through digital mode and obtains a voucher indicating the GST number and the amount of GST paid.
3. If I fail to comply the points (a) or (b) of Sl. No. 13, the amount of advance can be deducted from my salary of the next month(s).
4. I certify that persons availing LTC cash package are wholly dependent on me.
5. I accept that any wrongful information may lead to disciplinary action.

Declaration: (please strike off which is/are not applicable)

1. 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 by him / her separately for himself / herself or for any of the family members for the concerned block of years 2018 to 2021.
2. That my husband / wife for whom LTC claimed by me is employed in _____
(Name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.,) which provides Leave Travel Concession facilities but he / she has not preferred yet and will not prefer, any claim in this behalf to his/her employer.
3. That my wife/husband for whom LTC / HTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body which provides LTC / HTC facilities to its employees and their families.
4. That my father /mother / husband /wife Shri./ Smt. _____
is not a Pensioner / Family Pensioner of Central / State / any undertaking body of Government and his / her monthly income is less than Rs.9,000/- per month.

Dated: _____

Signature of the Employee

Forwarded by HoD/Section In-Charge

General Information to the Applicant:

- The Scheme is available for this Financial Year 2020-2021 (i.e) upto 31st March, 2021.
- 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 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 and obtains a voucher indicating the GST number and the amount of GST paid. The invoice and receipt should be in the name of the employee concerned only and payment should be made through Digital Mode only. "The proof for each payment to be attached while claiming the benefit".
- Staff who have completed one year of services is eligible for grant of this scheme may use any one of the LTC available in a Block Year.
- If the reimbursable amount is less than the advance drawn, this would be treated as under-utilization. However, after calculation of the claim, balance amount, if any may be recovered from the employee with penal interest.
- The reimbursement is based on production of invoice with details of GST. As far as possible, claim should have been made and settled well before 31st March, 2021 to avoid any last minute rush and resultant lapse. The invoice which is being submitted for reimbursement under the scheme should be in the name of the employee who is availing the scheme.

Date:.....

Signature of the Applicant

ESTABLISHMENT SECTION (For Office use only)

The particulars given above by Prof./Dr./Mr./Ms.
have been verified and found correct. He/She has already availed _____ days of leave encashment. He/She has _____ days of Earned Leaves at his/her credit up to this _____ year. He is eligible for availing LTC Spl. Cash package for family members as applied in lieu of HT/AI LTC.

Submitted for approval/order encashment of _____ days leave and LTC special cash package foreligible family members in lieu of HT/All India LTC for the block year _____.

Assistant (Selection Grade) /

Sr. Superintendent

Assistant Registrar (Admin.)

Dy. Registrar (Admin.)



CLAIM FORM OF SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FARE

Part – A (To be filled up by the applicant)

Sl. No.	Particulars	Details
1.	Name of the Employee (in Block letters)	
2.	Employee Code	
3.	Designation	
4.	Dept./Centre/School/Section/Unit	
5.	Contact No.	Email Id:
5.	Basic Pay	Pay Level
7.	Block Period of LTC applied for	
10	Details of eligible family members (including self) in respect of whom the LTC Special Cash Package in lieu of LTC fare is claimed	
	Name	Relationship Date of Birth Age
	i.	
	ii.	
	iii.	
	iv.	
	v.	
	vi.	
11	Amount of Advance, if any, drawn by the applicant = Rs.	

Particulars of the purchase / availing goods / service utilized by the applicant with proof.

Sl. No.	Details of bills/invoice/ vouchers (name of the vendor)	Invoice no. & date	Name of the Product	Price of product/ services	GST percentage (should be 12% or above)	GST Amount	Total Amount (including GST)	Whether Payments made through Digital Mode (Yes or No)	Copy of original invoice/ voucher is enclosed (Yes or No)
						Total =			

Certified that :-

- The information, as given Above is true to the best of my knowledge and belief; and
- 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 or himself/herself or for any of the family members of the concerned block of _____ years.

Date _____

Signature of Employee

Certificate that necessary entries have been made in the Service Book of Shri/Shrimati/Miss _____

Signature of the Assistant Registrar
to attest entries in the Service Book



CHECKLIST FOR DETERMINING AMOUNT OF ADVANCE/Final Bill:

1. Category of class for which employee is entitled to Rs.....
(Business Class:Rs.36,000/-, Economy Class:Rs.20,000/- Rail Fare:Rs.6,000/- round trip
Per eligible person)
2. Number of eligible family members applied for LTC cash package:.....
3. Deemed LTC fare reimbursable to the official :Rs.....
(point 1 multiplied by point 2):
4. Leave encashment Admissible for -----days of EL :Rs.....
5. Total Admissible (Point 3 + Point 4) :Rs.....
6. Invoice Submitted :Rs.....
7. Reimbursement Admissible
8. Less Advance taken:
9. Balance amount payable:

Remarks :

PAY ORDER

Pay

Rs.....(Rupees.....)

Only to Prof./Dr./Mr./Ms.....

Dealing Assistant / Assistant(SG)

Assistant Registrar (Accounts)

Dy. Registrar (Finance)

Registrar