# **PONDICHERRY UNIVERSITY, PUDUCHERRY**

# **BILL FOR SPECIAL CASH PACKAGE SCHEME IN LIEU OF LTC**

Date:			
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Kind	of LTC surrendered		For the Block Year
1	Employee ID No.	:	
2.	Employee Bank Account Number	:	
3.	Employee Name	:	
4.	Employee Designation	:	
5.	Department/Office/Section	:	
6.	Basic Pay & Pay Level	:	

- 7. Place of Home Town declared in the Service Book
- 8. Entitlement of Employees :

Sl.	Category of Employees	Deemed LTC fare per person	Please Tick ( )
No.		(Round Trip)	
1	Employees who are entitled to Business class of Airfare	Rs.36,000/-	
2	Employees who are entitled to Economy class of Airfare	Rs.20,000/-	
3	Employees who are entitled to Rail fare of Any Class	Rs.6,000/-	

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9. Particulars of members of family (including employee) in respect of whom proposal for **"Special Cash Package Scheme"** in lieu of LTC is granted vide Order No...... Dated.....

Sl.	Name	Age	Relationship	with the	DeemedLTC fare
No.	Prof./Dr./Shri/Smt.		Employee		per person (Rs.)
			Total Deemed I	TC fare	
Total					

<sup>10.</sup> Whether Leave Encashment has been granted with the cash package (Yes/No):...... If Yes, for Rs.....

- 11. Whether purchases of goods/services for not less than the amount equal to three times of total Deemed LTC fare + Leave Encashment (if opted), have been made (Yes/No)..... and total amount spent: Rs.....
- 12. Amount of advance, if any, drawn (Yes/No)..... If yes, amount of advance : Rs.....
- 13. Please provide details of the bills/invoice/vouchers in the following format and submit the original copy or self-attested copy of the bills/invoice/vouchers along with this form as well as proof of payment made through digital mode.

Sl. No.	Details of bills / invoice / vouchers from whom purchases of goods / services have been made	Name of the product	Invoice No. & Date	Price of product/ services	GST % And GST amount	Total Amount (including GST of 12% and above)	Payments made through digital mode & proof is enclosed (Yes / No)	Original copy of Self- attested copy of invoice/ voucher is enclosed (Yes / No)
1								
2								
3								
4								
5								
6								
	TOTAL							

#### <u>Note :-</u>

- 1. The invoice submitted should be in the name of the faculty/employee or in the name of spouse or any other dependent family member who are eligible for LTC fare. Further, original copy or self-attested copy of the bills/invoices/vouchers should be submitted along with this form.
- 2. The payments against the purchase of goods/services should be made through digital mode only and the proof of the same needs to be submitted with this form.

## CERTIFICATE TO BE GIVEN BY THE EMPLOYEE

### <u>Certified –</u>

- 1. That the information as given above is true to the best of my knowledge and belief;
- 2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and this LTC scheme has not been availed of by him/her separately for himself/ herself or for any of the family members for the concerned Block Year/Year (Occasion).....
- 3. That my husband/wife for whom LTC cash package is claimed by me is employed in ...... (name of the Public Sector Undertaking/Corporation/Autonomous Body, Etc.), which provides LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.
- 4. That my husband/wife for whom Special Cash Package Scheme in lieu of LTC 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 Leave Travel Concession facilities to its employees and their families.
- 5. That my father/mother/sister/brother is /are fully dependent on me and their income is less than the amount of minimum family pension (i.e. Rs.9,000/- per month + Dearness Relief thereon) and he/she/they is/are \*residing with me (\* the condition of residing with the employee is not mandatory in case of parents and children).
- 6. I have adhered to all the provisions laid down in the MoF, DoE OM dated 12.-10-2020, 20-10-2020 and 04-011-2020 in the matter of Special Cash Package Scheme in lieu of LTC and has accordingly, made the purchases of goods/services.

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