**TEZPUR UNIVERSITY**

**Application Form for Special Cash Package in lieu of LTC**

**(LTC fare + 10 Days’ EL encashment) during block year 2018-21**

|  |  |
| --- | --- |
| 1. Name & Designation of the Employee
 |  : |
| 1. Date of entering the service
 | : |
| 1. Basic Pay: Rs. ………………………………………… Pay Level
 | : |
| 1. Whether permanent or temporary
 | : |
| 1. Home Town as recorded in Service Book
 | : |
| 1. Whether wife / husband is employed. \
 | : |
| And if so whether entitled to LTC |  |
| 1. Whether the concession is to be surrendered for visiting home town, and if so block year
 | : |
| 1. If the concession is to be surrendered “anywhere in India” Block year proposed to be surrendered
 | : |
| 1. Single Deemed LTC fare**\***
 | : |
| 1. Whether advance is required: Yes / No
 | : |
| 1. Persons in respect of whom LTC is proposed to be availed :
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Age** | **Date of Birth** | **Relationship** | **Block year to be availed** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

1. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts towards the 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.
2. In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I understand to refund the entire advance in one lump sum along with penal interest as applicable.

Name of the Bank: …………………………………………………………… SB Account No.: ………………………………………

Branch MICR Code: ……………………………………………..…………… IFSC Code: ………………………………………………

**Date:** ……………………….

Signature: ..……………………………………………..

 **Emp. ID.** …………………… Name:.……………………………………………………

Designation:…………………………………………….

**\*** The **deemed LTC fare** is as given below :-

|  |  |
| --- | --- |
| **Category of employees** | **Deemed LTC fare per person (Round Trip)** |
| Employees who are entitled to business class of airfare | Rs. 36,000/- |
| Employees who are entitled to economy class of airfare | Rs. 20,000/- |
| Employees who are entitled to Rail fare of any class | Rs. 6,000/- |