No. AN/VI/1435/SCP
O/o the PCDA (WC)
Chandigarh
Dt. 07-12-2020

To

All Sections/Sub offices under PCDA (WC)
Chandigarh

(Through PCDA (WC) Website

Sub: Special cash Package in lieu of LTC Claim for the Block year 2018-21(Home Town /All India)

Ref: M.O Circular bearing No. AN/VI/1435/LTC, Dt.23-10-2020

In order to streamline the procedure for submission of special Cash Package in lieu of LTC Claims, it is requested that the final claim on this a/c may please be submitted on the enclosed Performa along with all connected documents.

DCDA (AN)
Special Cash Package in lieu of LTC Claim for the Block Year- ___________
(Home Town /All India) (As authorized vide GOI Min. of Finance O. M. No. F.No. 12(2)/2020-EII (A), Dt. 12.10.2020)

2. Name, designation & A/c No.
3. Basic Pay ___________ Pay Level ___________
4. Single deemed LTC fare ___________
5. Home Town /All India ___________
6. Claim preferred on ___________
7. Family details for whom Special Cash package Claimed

<table>
<thead>
<tr>
<th>S.N.</th>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
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8. Expenditure details

<table>
<thead>
<tr>
<th>S.N</th>
<th>Vendor Name</th>
<th>Invoice No.&amp; Date</th>
<th>Item</th>
<th>Basic Price</th>
<th>Qty.</th>
<th>GST</th>
<th>Total Amount</th>
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Amount of LTC Advance: - Rs. ___________
Amount of Leave Encashment: - Rs. ___________
Total: ___________
Balance to be paid /recovered: - Rs. ___________

Note: 1. Please attach proof in support of online payments to the vendor.
2. Please submit LTC Claim in duplicate well before 31.03.2020 so that these can be settled up to 31.03.2020

Date: __________________________
Place: __________________________
Signature of claimant __________________________
Name __________________________
Designation & A/c No. __________________________
Office/Section __________________________
Countersignature __________________________