

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No. IIT/HMC/LTC/SCP/2021

Date: 07.01.2021

**Sub: Special cash package equivalent in lieu of Leave Travel Concession Fare for
the regular hall employees.**

The undersigned is to convey that the Competent Authority has been pleased to approve the implementation of **Special cash package equivalent in lieu of Leave Travel Concession (LTC) fare for Central Government Employees during the Block 2018-21** as conveyed by the Department of Higher Education, Ministry of Education, Government of India vide letter No.F.No.32-15/2020-TSC.I Dated 6th November, 2020.

Accordingly, the above special cash package is extended only to the regular employees of the Hall Management Centre with effect from 12th October 2020 (i.e. the issuance of the Ministry of Finance Office Memorandum dated 12th October, 2020) and will be in force during the current financial year till 31st March, 2021.

Further, a blank format for submission of final claim in respect of **Special cash package equivalent in lieu of Leave Travel Concession (LTC) Fare for Central Government Employees during the Block 2018-21** is attached herewith.



Chairman, HMC

Enclosed: As stated.

To;

Wardens, All Halls of Residence



**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

FORM TO AVAIL SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LTC FARE

Ref. No. IIT/HMC/LTC/SCP/2021, dated. 07.01.2021

I am a regular employee of the Hall Management Centre and would like to avail Special cash package equivalent in lieu of Leave Travel Concession Fare during the Block 2018-21 against 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".

#	Particulars	Details			
1	Name of Employee (in Block letters)				
2	Employee Code				
3	Designation				
4	Hall of Residence				
5	Basic Pay (Pay Level)				
6	Date of appointment in HMC				
7	LTC Block year				
8	LTC Anywhere in India or Home Town.				
9	Details of eligible family members (including self) against whom to avail LTC (as per rules)				
	#	Name	Age	Relationship	Whether dependent
	i				
	ii				
	iii				
	iv				
	v				
	vi				
10	Amount of advance required (An amount upto 100% of Leave encashment and 50% of the value of deemed fare)				
11	Would like to avail Leave Encashment (Yes/No)				

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

- i) 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.
- ii) In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I undertake to refund the entire advance in one lump sum along with penal interest as applicable.

Dated:

Signature of the Employee

Forwarded by Warden / Assistant Warden with hall seal

To
The Chairman,
Hall Management Centre, IIT Kharagpur

HMC Audit Unit

The particulars given above by 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 upto
this _____ year.

Submitted for approval/order of encashment of _____ days leave for availing LTC for the
block year _____.

CHECKLIST FOR DETERMINING AMOUNT OF ADVANCE:

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/-)
2. Number of eligible family members for LTC :
3. Deemed LTC amount reimbursable to the official : Rs.
(point 1 multiplied by point 2):
4. Advance Amount of deemed LTC fare admissible : Rs.
(max. 50% of point 3):
5. Leave encashment Advance : Rs.
- 6.. Total Advance admissible (Point 4 + Point 5) : Rs.

Auditor, HMC

PAY ORDER

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

only to Mr. / Ms.....

Excutive, HMC

Details of Goods or Service purchase under Leave Travel Concession (LTC) Cash Voucher Scheme 2020

SI No	Invoice No.	Date of Invoice	Description of goods or service	*HSN/SAC	GSTIN	GST (%)	Amount of GST paid	Total amount paid	Paid through (DD cheque /DD / Banker's cheque / NEFT / RTGS

Only Goods or Service purchase between 12.10.2020 to 31.03.2021 will be counted under this scheme.

Duplicate / Photo copies of Invoice duly self-attested should be attached with this application and the Authority will not responsible for any kinds of loss of Invoice necessary for further use. Original Invoice must be produced before the Auditor, HMC for Verification & defacing on the same.

I declare that the particulars furnished above are true and correct to the best of my knowledge. The attached receipts towards the purchase or availing goods and service which carry a GST rate of not less than 12% from GST registered Vendors / Service providers through digital mode indicating clearly the GST numbers and the amount of GST paid.

Date:

Signature of Employee

** HSN means Harmonized System of Nomenclature code used for classifying the goods under the GST. The SAC code means Services Accounting Code under which services fall under GST are Classified. HSN code and SAC code are the codes used to classify goods and service under GST in India.*