



VISVA-BHARATI
SANTINIKETAN

The Registrar
Visva-Bharati
Santiniketan

Through proper channel

Sub.: Application Form for Special Cash Package in lieu of LTC (LTC fare with / without 10 days' Earned Leave Encashment during the block year 2018-2021)

1	Name of the employee	
2	Designation ID No. Office/ Department/ Bhavana	
3	Date of entering in Visva-Bharati Service	
4	Basic Pay : Rs. Pay Levels	
5	Whether permanent or temporary	
6	Home town as recorded in service book	
7	Whether wife/husband is employed and if so, whether entitled to LTC	
8	Whether the concession is to be surrendered for visiting home town, and if so block year	
9	If the concession is to be surrendered "any where in India" Block year proposed to be surrendered	
10	Single Deemed LTC fare Rs.	
11	Whether of advance is required	: YES / NO.

Contd....2

12. Persons in respect of whom LTC is proposed to be availed

Sl. No	Name	Age and Date of birth	Relationship	Block year to be availed

I declare that the particular furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts towards 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.

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.

Name of the Bank :

SS/AC No :

Branch MICR Code :

IFSC code :

Date:

Signature
Mobile No.:

Signature of Head with Seal
Date :

Signature of Principal with Seal
Date: