



पूवोत्तर पर्वतीय विश्वविद्यालय
पू. प. विवि. परिसर, शिलांग-७९३०२२ (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

PHONE :
Grams : NEHU

No.FA-4/67/LTC-Cir/2000/ 243

Dated 11.11.2020

NOTIFICATION

Ministry of Finance Department of Expenditure, vide Office Memorandum No.F.No.12(2)/2020 - EII(A) Branch Dated 12th October 2020 has notified Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Government Employee during the Block 2018-2021 subject to the following conditions :-

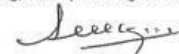
1. The admissible payment shall be restricted to the full value of the Package (leave encashment as admissible for LTC and deemed fare) or depending upon the spending as per example given at Annexure - A.
2. Pay level and the LTC fare (per member) are as follows :-
 - a) Pay level 1 to 8 = Rs. 6,000/-
 - b) Pay level 9 to 14 = Rs. 20,000/-
 - c) Pay level 15 to 18 = Rs.36,000/-
3. The cash equivalent may be allowed if the employee spends a sum 3 times of the value of the fare given in Sl.No.2.
4. The advance taken under the scheme should be settled on or before 31st March 2021
5. Advance amount up to 90 % can be applied.
6. 10 days E.L encashment is not mandatory.
7. An employee can avail the scheme in partial i.e of the LTC of part of the eligible family. Since this is an optional scheme if the LTC fare of any member of the family has not been utilized for this purpose, those members can avail LTC subject to extend instructions under LTC rules.
8. This LTC Special Package is for the Block year 2018-2021.
9. This Package can be availed in lieu of All India LTC or Home Town LTC (Block year 2018-21).
10. This package should be availed upto 31st March 2021.
11. Any item bearing G.S.T. rate of 12% or more could be purchased. GST number and amount should be mentioned on invoices purchase should have been done from 12th October 2020 to 31st March 2021.
12. The invoices of the goods and services purchased as per the Scheme may be in the name of spouse or any family member who are eligible for LTC fare.
13. Multiple items can be purchased under this package.
14. Payment should be through digital mode only.
15. An individual need not take leave for the purpose nor undertake any travel.This is a scheme in lieu of LTC travel.
16. Procurement from e-commerce platform is also permissible provided the relevant invoice/details are submitted.

Application for LTC Special Package should be considered by Establishment - I & II Department (Application form for the same is enclosed).


Finance Officer

Copy to :-

1. P.S.to Vice –Chancellor, NEHU,Shillong for VC's kind information.
2. P.S. to the Pro-Vice Chancellor. NEHU, Shillong for PVC's kind information
3. PS to the Pro-Vice Chancellor, NEHU,Tura, Campus for PVC's kind information
4. P.S/S.P.A to the Registrar/F.O/C.O.E/Librarian/In-charge,(CDD),NEHU,shillong
5. All Deans of Schools, NEHU,Shillong(dean@nehu.ac.in)
6. All Head's of Deptt./Centres, NEHU,Shillong(head@nehu.ac.in)
7. All Officers, NEHU, Shillong(Officers@nehu.ac.in)
8. All faculty, NEHU Shillong (faculty @nehu.ac.in)
9. Mr. Welfrank Thongni, Computer Operator, Bio-informatics Centre, NEHU, Shillong, for uploading in the University website.(webnehu@nehu.ac.in)
10. All Notice Boards.


Finance Officer

**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 Government Servant : _____
2. Date of entering the Govt. Service : _____
3. Basic Pay: Rs. _____ Pay Level: _____
4. Whether permanent or Temporary : _____
5. Home Town as recorded in Service Book : _____
6. Whether wife/ Husband is employed : _____
And if so whether entitled to LTC.
7. Whether the concession is to be surrendered
for visiting home town, and if so block year : _____
8. If the concession is to be surrendered "anywhere in India" ,
Block Year proposed to be surrendered : _____
9. Single Deemed LTC fare : Rs. _____
10. Whether advance is required: YES/NO : _____

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

Sl. No.	Name	Age	Date of Birth	Relationship	Block year to be availed
1					
2					
3					
4					

I declare that the particulars 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 12o/o from GST registered Vendors/ Service providers through digital mode indicating clearly 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.

Name of the Bank : SB A/C No.

Branch MICR Code : IFSC Code

Date:

Signature

Name :

Designation :

Annexure-A

Example:

Pay of an employee: Rs 1,38, 500 and has family of 4 eligible for economy class air travel.

$$\text{Leave Encashment:} = \frac{(1,38,500 \times 1.17) \times 10}{30} = \text{Rs. } 54,015$$

$$\text{Fare Value} \quad : \quad \text{Rs. } 20,000 \times 4 \quad = \text{Rs. } 80,000$$

$$\text{Total Value} \quad \quad \quad = \text{Rs. } 1,34,015$$

$$\text{Amount to be spent for full cash benefit} \quad = \text{Rs. } 54,015 + 2,40,000^* = \text{Rs. } 2,94,015$$

$$\text{(a) Share of Leave Encashment in total} \quad = \frac{54,015 \times 100}{2,94,015} = 18\%$$

$$\text{(b) Share of Fare in total} \quad = \frac{80,000 \times 100}{2,94,015} = 27\%$$

* 3 times of notional airfare (80,000 x 3 = 2,40,000)

- Thus, if an employee spends Rs. 2,94,015 or above, he will be allowed cash amount of Rs. 1,34,015.

- However, if the employee spends Rs. 2,40,000 only, then he may be allowed 18 % on account of Leave Encashment (Rs. 43,200) and 27% on account of fare value (Rs. 64,800). The total amount payable shall be Rs. 1,08,000.

B. M. R.