



Voucher No.: \_\_\_\_\_

Date: \_\_\_\_\_

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद  
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

**Advance/ Payment Form for Special Cash Package in lieu of LTC**

1. Name and Designation of the Employee: \_\_\_\_\_
2. Email Id/ Mobile No.: \_\_\_\_\_
3. Present Basic Pay: Rs. \_\_\_\_\_ (Please attach latest salary slip). Pay Level: \_\_\_\_\_
4. LTC/Leave Encashment Approval Office Order No. & Date: \_\_\_\_\_ (Attach a copy)
5. Total Deemed LTC Fare: Rs. \_\_\_\_\_ (Single deemed LTC fare Rs. ....../-)
6. Leave Encashment(for 10days): Rs. \_\_\_\_\_ [(Basic+DA)/30\*10days]
7. Amount of Advance (if required): Rs. \_\_\_\_\_ (50% of deemed LTC fare + 100% Leave Encashment)
8. Claim submitted for Payment/ Adjustment of Rs. ...., Advance already drawn Rs. ....
9. No. of supporting documents [GST Invoice(s), proof of Digital Payment (s)] .....

**Self Declaration**

I undertake to produce the documents towards purchase of goods/ services which carry a GST rate of not less than 12% from a GST registered Vendors/Service providers by making the payment through digital mode. The invoice(s) must carry 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 documents within the stipulated time frame. I undertake to refund the entire advance in one lump-sum along with penal interest as applicable.

Date:-----

Signature of the Govt. employee

**(For use in Accounts Section)**

Claim checked and admitted for the amount as per details below:

S.No.	Particulars	Amount(in Rs)
1	Admissible amount/advance for LTC:	Rs.
2.	Admissible amount/advance for Leave Encashment:	Rs.
3.	Total admissible amount/ advance	Rs.
4.	Less: Advance drawn, if any	Rs.
5.	Net amount: Payable/recoverable(with Interest if any)	Rs.

Passed for payment/recovery of Rs. .... Rupees -----Only)

Debit head for LTC: .....Debit head for Advance:.....

Debit head for Leave Encashment: .....

Dealing Asstt.

DR (F &amp; A)

SO (IA)

AR (IA)

DEAN (F) / RG / DT

Payment made vide Cheque No. \_\_\_\_\_ Date of payment: \_\_\_\_\_