



**Sri Venkateswara College**  
(University of Delhi)  
**Benito Juarez Road, Dhaula Kuan, New Delhi-110021**

**Application form for Special Cash Benefit in Lieu of LTC Home Town/anywhere India  
During Block Year 2018-2021**

**Date:**

1. **Name & Designation of the Employee:** \_\_\_\_\_
2. **Date of Joining** : \_\_\_\_\_
3. **Basic Pay & Pay Level** : \_\_\_\_\_
4. **Home Town as per Service Book** : \_\_\_\_\_
5. **Block Year** : \_\_\_\_\_

6. **Detail of eligible member in respect of LTC is proposed to be availed**

S. No.	Name	Age	Date of Birth	Relation with Employee
1.				
2.				
3.				
4.				
5.				
6.				

I declare that the particulars given above are true and correct to the best of my knowledge. I undertake to produce the receipt(s) as per circular issued by Govt. of India for LTC Cash Voucher Scheme towards the purchase or availing goods and services, which carry a GST rate of not less than 12% from GST registered Vendors/Service provides and payment has been made clearly indicating the GST number and the amount of GST paid.

I hereby certify that the payment in respect of Cash memo/Tax invoice is made by me or my dependents.

In the event of any objection /recovery raised during Audit the amount may be recovered.

Signature of Employee