****

**CENTRAL POLLUTION CONTROL BOARD**

[Ministry of Environment, Forest & Climate Change]

Parivesh Bhawan, East Arjun Nagar

Delhi – 110 032.

Sub: **Special Cash Package equivalent in lieu of Leave Travel Concession Fare – reg.**

**Details of Bills / Vouchers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Details of Bills / Vouchers / Items | GST Number | Payment Ref./Trans-action No. | Rate of GST | Total Amount including GST |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Kindly enclose the self certified bills / voucher with final LTC adjustment bill.

**Details of 10 days’ of Leave encashment**

|  |  |  |  |
| --- | --- | --- | --- |
| Sanction Order No. | Date of Sanction | Whether Leave Encashment availed ? | If availed,  Amount (Rs.) |
|  |  | Yes / No |  |

Kindly the copy of sanction order with the final LTC adjustment bill.

**Details of Advance taken for deemed fare  
for ……….. no(s). of Persons**

|  |  |  |
| --- | --- | --- |
| Sanction Order No. | Date of Sanction | Amount |
|  |  |  |

Kindly the copy of sanction order with the final LTC adjustment bill.

|  |  |
| --- | --- |
| Signature of Employee: | ……………………………………… |
| Name: | ……………………………………… |
| Designation: | ……………………………………… |
| CP No.: | ……………………………………… |
| Contact No.: | ……………………………………… |
| Date: | ...……………………………………. |