

MINISTRY OF DEFENCE
OFFICE OF THE JS & CAO

TIME BOUND SUBMISSION OF SPECIAL LTC CASH PACKAGE CLAIMS

1. Reference Govt of India, Ministry of Finance, Deptt of expenditure OM No F.No. 12(2)/2020-E-II(A) dated 12 Oct 2020 and even No dated 20 Oct 2020 and 04th Nov 2020.
2. Those officials who have availed special LTC Package are requested to submit their claim by **05 Mar 2021** so as to enable this office to process the claim and submit them to PCDA HQ by 12 Mar 2021 in order to ensure that these claims are settled by **31 Mar 2021** as stipulated in Min of Finance, Deptt of Expenditure OM under reference.
3. As above time lines are to be scrupulously adhered to, claims may please be forwarded by complying with the attached check list to avoid unwarranted correspondence and resultant delay.


(SK Meena)
SAO(Mov)/LO
05 Feb 2021

All Concerned

Copy to :-

CAO/EDP :

For uploading the same on CAO's website.

SPECIAL LTC CASH PACKAGE

CHECK LIST

1. New format for Cash Package (2 page, ink signed) - 2 Nos
2. New Contingent Bill (with revenue stamp) - 2 Nos
3. Dependency Certificate - 2 Nos
4. Self-Attested photocopy of Original Bill - 2 Nos
5. Self-Attested Bank details/ transaction, credit card statement for all purchases and advance received - 2 Nos
6. Cancelled cheque copy and copy of current Pay Slip - 2 Nos
7. Copy of MRO/E-MRO, If any - 2 Nos