APPLICATION FOR LEAVE ENCASHMENT OF EARNED LEAVE ALONG WITH L.T.C.

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| 1. | Name of the Govt. Servant (Block Letter) | : |
| 2. | Designation | : |
| 3. | Office & Section to which attached | : |
| 4. | Pay | : |
| 5. | Grade Pay | : |
| 6. | Place of visit  (a) Home Town | : |
|  | (b) Anywhere in India (Bharat Darshan) | : |
| 7. | Block year for which now proposed to avail | : |
| 8. | Nature of Leave | : |
| 9. | Number of days and Period of Leave sanctioned | : |
| 10. | Number of E.L. Encashed | : |
| 11. | Whether applied for LTC Advance | : |
| 12. | Whether intimated for LTC (if not applied for Advance) | : |
| Date: |  | Signature |
|  |  | Designation |
|  |  | Section Contact No. |

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| **Certificate given by Admin-I Section** | | **Calculation of Amount of Encashment of EL by Admin-II Section** | | |
| Whether nature and period of leave  sanctioned | | Pay |  | : |
| Grade | Pay | : |
| No. Of EL Encashed | : | DA | : | |
| Certify whether requisite period (30) of EL is available after taking into account the period of encashment at his/her credit as on  AAO/Admin-I | | Calculation | | |
| Encashed Amount : | | |