

APPLICATION FOR LEAVE ENCASHMENT

I apply for encashment of Earned Leave while availing LTC as per details below :

(1)	Name	
(2)	Designation	
(3)	Branch	
(4)	Employment ID	
(5)	Number of days for which encashment of Earned Leave sought (upto 10 days).	
(6)	Declared home town as per Service Book.	
(7)	Whether LTC is for Home Town / All India	
(8)	Block Year	
(9)	Whether the request is to visit a different place (i.e. Srinagar/ North East etc.) against conversion of one Block year of her / his Home Town LTC.	
(10)	Nature and period of leave granted for LTC purpose. (Copy of sanctioned leave application to be enclosed).	
(11)	Place(s) of visit for Home Town / All India LTC.	

Signature

Date.....

Contact No

Signature of
Head of the Branch / Divisional Officer / Joint Secretary

PA(MG) / AN-II Branch

.....2/-

PART-II

(To be filled by PA(MG) / AN-II Branch)

Sl No.	Point	Information
(1)	Home Town of the applicant as recorded in the Service Book	
(2)	Whether LTC for home town or All India for the Block is admissible to the applicant.	
(3)	Nature and period of leave granted by the Controlling Officer.	
(4)	Number of days of Earned Leave available to his / her credit at the time of applying for LTC.	
(5)	Balance of Earned Leave available to the credit of the employee after taking into account the period of encashment as well as leave.	
(6)	Total number of days of Earned Leave already encashed till date while availing LTC during entire career.	
(7)	Place(s) of visit for Home Town / All India LTC.	

2. AN-I Branch may please see for further necessary action.

EXECUTIVE OFFICER / UNDER SECRETARY
[PA(MG) / AN-II Branch]

AN-I Branch