**APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C.**

1. Name of the Government servant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. EL Encashment against LTC for the Block Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Kindly enclose the current LTC order copy with this application.)**

5. (i) Basic Pay : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) DA : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iii) Total : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. This will be my 1st ⁪ 2nd⁪ 3rd⁪ 4th⁪ 5th⁪ 6th⁪ EL Encashment of LTC.

**Recommended & Forwarded by HOD** **Signature of the Govt. Servant**

**For office use only**

EL Balance at Credit :\_\_\_\_\_\_\_\_\_\_\_Days.

Verified that this will be his/her \_\_\_\_\_\_\_\_\_\_\_ EL Encashment for LTC against the LTC block year/year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cash equivalent = Basic pay on the date of availing LTC + DA   
                                                       30

X 10days

+

X 10

=

        30

=

Amount in Words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared by**

Submitted for approval

**Deputy Registrar** **Joint Registrar**

(Establishment Section)

(Recommended/Not Recommended) (Approved/Not Approved)

**Dean (FW) Director**