

FORM OF APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING LTC

1. Name in full :
2. Designation :
3. Office where working :
4. Date of appointment :
5. (a) LTC block proposed :
(b) Place of Visit :
(c.) Whether LTC advance applied for :
(d) Mode of Travel :
6. Leave applied for (5) above :
7. Leave encashment claimed/applied for : 10 days Earned Leave
8. Whether applying for 1st time :
9. In case, wife/husband is Govt Servant
Whether joint declaration is submitted :
10. Pay and Scale on the date of application : Pay =
GP =
DA =
Total =
For 10 days =

Encashment of 10 days EL which comes out to be Rs. _____ may kindly be approved.

Signature of the Applicant