

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

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 :
 Contract No. :

Certificate given by Esstt-I Section	Calculation of Amount of Encashment of EL by Estt-II Section
Whether nature and period of leave sanctioned :	Pay :
	GP :
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 _____	Total :
	Calculation
AAO/Esstt-I	Encashed Amount :