

**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

Contact No.

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 :
No. Of EL Encashed :	Grade Pay :
Certify whether requisite period (30) of EL is available after taking into account the period of encashment at his/her credit as on _____	DA :
	Calculation
AAO/Admin-I	Encashed Amount :