APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C. PURPOSE CLAIMED FOR THE BLOCK YEAR: Name of the Officer 1 Designation 2 No. Of days claimed for 3 encashment Period of EL/CL availed during 4 LTC 5 EL Balance at Credit 6 (i) Basic Pay Grade Pay (ii) (iii) DA (iv) Total Amount claimed for 7 encashment of 10 days (Will be filled up by the Office)

Signature

Name of the Govt. Servant Designation