

**APPLICATION FOR ENCASHMENT OF E. L. FOR L.T.C. PURPOSE
CLAIMED FOR (Home Town / All India)
BLOCK YEAR : _____**

1	Name in Block Letters	
2	Designation & A/c No.	
3	Section	
4 (i)	No. of days claimed for encashment	
(ii)	No. of days already availed (Max. 60 days during service)	
5	Nature of Leave & Period of leave sanctioned for availing LTC	
6	Proposed date of journey & Place of visit.	
7	EL Balance at Credit	
8 (i)	Basic Pay	
(ii)	Grade Pay	

* I shall avail L.T.C. for myself / myself with family / family members.

** I undertake to refund the whole amount of Leave Encashment so being paid to be if I do not avail of the said journey.

(* / **) Strike off which is not applicable

To be filled in by the office

Certified that HT / AI LTC is admissible for SELF / SELF with family / Family only for the block year

AAO(AN-VIII)

Signature

.....
Name of the Govt. Servant
Designation.

Date :