

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C.  
PURPOSE CLAIMED FOR THE BLOCK YEAR :**

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1	Name of the Officer	
2	Designation	
3	No. Of days claimed for encashment	
4	Period of EL/CL availed during LTC	
5	EL Balance at Credit	
6 (i)	Basic Pay	
(ii)	Grade Pay	
(iii)	DA	
(iv)	Total	
7	Amount claimed for: encashment of 10 days ( Will be filled up by the Office)	

Signature

Name of the Officer

Designation