|  |  |
| --- | --- |
| **emblemlogotype** | izi= lañ&9 |

**vodk'k ;k=k fj;k;r ij vftZr vodk'k ds udnhdj.k gsrq vkosnu**

**Application for Encashment of Earned Leave on LTC**

1. deZpkjh dk uke@Name of the Employee %-----------------------------------------------------------------
2. deZpkjh la[;k ,oa inuke@Employee No. & Designation %-----------------------------------------------------------------
3. foHkkx@Ldwy@bdkbZ@vuqHkkx@Deptt./School/Unit/Section %------------------------------------------------------------------
4. vodk'k ;k=k fj;k;r dk [k.M o"kZ ¼Cykd o"kZ½@Block Year of LTC%-------------------------------------------------------------------
5. vodk'k ;k=k fj;k;r dh çd``fr ¼x``g [uxj@lEiw.kZ](mailto:uxj@lEiw.kZ) Hkkjr½@Nature of

LTC(Home Town/All India) %-------------------------------------------------------------------

1. vodk'k dh çd``fr ,oa vof/k@Nature of Leave & Period for

availing LTC %-------------------------------------------------------------------

1. iwoZ esa vodk'k ;k=k fj;k;r ysus gsrq vftZr vodk'k ds udnhdj.k

ds fnuksa dh la[;k];fn dksbZ gks rks@No. of days of EL encashed

earlier for availing LTC, if any %-------------------------------------------------------------------

1. orZeku esa vodk'k ;k=k fj;k;r ysus gsrq vftZr vodk'k ds

udnhdj.k ds fy, ekaxs x;s fnuksa dh la[;k@No. of days claimed

this time for encashment of leave on LTC %-------------------------------------------------------------------

1. is- CkSaM esa osru $ th-ih-@,-th-ih-$,u-ih-,-] ;fn dksbZ gks ,oa

Mh-,-@Pay in Pay Band

+ GP/AGP + NPA, if any and DA %-----------------------------------------------------------

**?kks"k.kk@ Declaration**

eSa vodk'k ;k=k fj;k;r ij vftZr vodk'k dk udnhdj.k ysus gsrq lacaf/kr fu;eksa dks Hkyh&Hkkafr le>rk gwaA ;fn] blds i'pkr mi;qZDr lwpuk esa dksbZ folaxfr ;k dksbZ vf/kd jkf”k dk Hkqxrku ik;k tkrk gS rks blds fy, eSa mRrjnk;h gksmaxk vkSj bl vf/kd jkf”k ds Hkqxrku dks okil dj nwaxkA

I fully understand the rules & regulations for availing encashment of Earned Leave on LTC. If any discrepancy is found in the above information at later stage or any overpayment is detected, I will be liable for the same and will refund the excess amount paid to me.

LFkku@Place % ---------------------------------------------------------- gLrk{kj@Signature -------------------------------

fnukad@Date % ------------------------------------------------------ eks0 ua0@Mobile No % ------------------------

bZ&esy@E-mail % -------------------------------------

vxzlkfjr@Forwarded

foHkkxk/;{k@leUo;d@bdkbZ izHkkjh

HoD/CoS/In-charge of unit

**Ñ-i-m-@P.T.O.**

**vodk'k ;k=k fj;k;r vuqHkkx }kjk Hkjus gsrq@ To be filled by LTC Section**

x`g [**uxj@laiw.k**Z](mailto:uxj@laiw.kZ) Hkkjr ds fy, [kaM ¼CykWd½ o"kZ --------------------------------------- ds varxZr fnukad ------------------------------------- ls ------------------------------------------ rd vodk'k ;k=k fj;k;r LohÑr dh tkrh gSA

Home Town/All India LTC for Block Year……………………. has been sanctioned during the period from………………….. to ………………….

**vuqHkkx çHkkjh@** In charge of the Section

iz'kklu vuqHkkx }kjk Hkjus gsrq@To be filled by Administration Section

1. iwoZ esa vodk'k ;k=k fj;k;r gsrq udnhdj.k fd;s x, vftZr vodk'kksa ,oa voljksa dh la[;k

No. of EL already encashed earlier for availing LTC & No. of occasion % ----------------------

1. D;k vftZr vodk'k dk udnhdj.k vuqeU; gS ¼gka@ugha½

Whether Encashment of Earned Leave on LTC is admissible (Yes/No) % --------------------------

1. orZeku vodk'k ;k=k fj;k;r ds varxZr udnhdj.k ds fy, LohÑr vftZr vodk'kksa

dh la[;k

No. of Earned Leave to be granted for encashment on present LTC % --------------------------

¼lEiw.kZ lsokdky esa vf/kdre lkB fnu ,oa ,d ckj esa vf/kdre nl fnu vuqeU; gS½

(Maximum admissible days are 60 during the entire service and 10 days at a time)

1. orZeku udnhdj.k ds fy, vftZr vodk'kksa dh la[;k ?kVkus ds i'pkr 'ks"k cps gq, vftZr

vodk'kksa dh la[;k

Balance Earned Leave at credit after deducting the present encashment % -------------------------

1. vodk'k ;k=k fj;k;r ij [kaM ¼CykWd½ o"kZ---------------------- esa ---------------------- fnuksa ds vftZr

vodk'kksa ds udnhdj.k ds fy, vuqnkseukFkZ izLrqrA

Submitted for approval of encashment of …………………….days Earned Leave

on LTC for Block Year………………………….

**lgk;d vuq- vf/kdkjh lgk- dqylfpo mi dqylfpo dqylfpo@vf/k"Bkrk¼,Q-,-½**

Dealing Assistant SO AR DR Registrar/Dean (FA)