

Satyawati College

(University of Delhi)

Ashok Vihar, Phase -III, Delhi – 110052

APPLICATION FOR ENCASHMENT OF LEAVE FOR LTC FOR THE BLOCK YEAR: 20 -20

Name of the Employee : _____

Designation : _____

Encashment applied for (limit 10 days) : _____

I have applied separately for the permission to avail LTC. I request that 10 days encashment of Leave may also be allowed as per the rules.

Date: _____

Signature of the applicant: _____

FOR ADMN. OFFICE USE ONLY

Particulars verified and necessary entries have been made in the Leave Record on Page Number : _____

and in the Leave Encashment Register on Page Number: _____. May be allowed.

Period of leave applied for : From _____ To _____

EL balance at credit (to be filled up by the office) : _____

Dealing Assistant

Date: _____

Section Officer (Admn.)

FOR ACCOUNTS OFFICE USE ONLY

As per records, he/she is presently drawing-Basic Pay : _____, Grade Pay : _____ and DA :

(_____ %) _____ Amount admissible for encashment of _____ days leave:

Rs. _____ . May be sanctioned.

Dealing
Assistant

Section Officer
(Accounts)

Administrative
Officer

Bursar

Principal