



National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

APPLICATION FOR GRANT OF ENCASHMENT OF EARNED LEAVE WHILE AVAILING LTC

Name of the Applicant			
CC No			
Designation			
Section / Division			
Type of leave and period sanctioned for LTC			
No. of days' EL surrendered for encashment *			
Band Pay (Present Basic)		Pay Band (PB1 / PB2/ PB3/ PB4/ HAG)	
Grade Pay			
DA as per the latest pay-slip (_____ %)			
Signature of the applicant with date			
Recommendation of the Reporting Officer			

*Earned leave up to a maximum of 10 days at a time may be encashed. This is limited to a maximum of 60 days Max – 10 days; 6 occasions during the entire career – Rule 15 GID (8).

** settled claims will not be reopened.

-----**For office use only**-----

**Certified that days of Earned Leave is at the credit of
..... as on, the date of the application. He / She has
been sanctioned days of ____ Leave to avail LTC from to It
is recommended that the above staff member may be granted EL encashment for
..... days. He/She has availed encashment on no. of occasions till now.
His/her EL balance after availing the above encashment will be ... no. of days [Min.30
days]. Certified that necessary entries are made in the leave records & LTC file of
the staff member.**

Band Pay		Grade Pay		DA	<u>Total Emoluments * no. of days</u>	
					30	
Total Emoluments (Rs.) (Band Pay+GP+DA)					EL encashment Rs.	

AO-C (Estt)

Accounts: Paid EL encashment of Rs..... for.....of days vide voucher no.....
dated.....

AO-C

Head – Admin & Finance

Asst / Accounts Officer