



SRI VENKATESWARA COLLEGE
(University of Delhi)

**“APPLICATION FOR EARNED LEAVE ENCASHMENT AT THE TIME OF
AVAILING LTC FOR HOME TOWN / ANYWHERE IN INDIA”**

Date: _____

1.	Name of the Employee	::	
2.	Designation	::	
3.	Pay Band Pay in the Pay Band + Grade Pay		
4.	Department	::	
5.	Date of Birth	::	
6.	Date of Joining in the College	::	
7.	Date of Retirement	::	
8.	Earned Leave encashment on LTC Home Town / Anywhere in India	::	
9.	LTC Block Year	::	
10.	Earned Leave applied (if any)	::	
11.	Date of Journey	::	
12.	Number of Days EL (Balance) in Credit		
13.	Earned Leave encashed already, if any (no. of days)	::	
14.	Earned Leave credit balance for encashment (no. of days)		
15.	No. of days earned leave applied for encashment	::	
16.	No. of days Earned Leave Sanctioned for encashment	::	
17.	Amount of EL encashment admissible (((Basic + DA)/30) * No. of days of EL)	::	Rs.

Signature of the Employee

.....days Earned Leave debited from Earned Leave account of Mr/Ms/Dr.....

Dealing-in-Charge

Section Officer (Administration)

Passed bill for payment Rs. _____ .

Section Officer (Accounts)

Administrative Officer

Bursar

Principal