



SHAHEED BHAGAT SINGH COLLEGE

SHEIKH SARAI, PHASE-II, NEW DELHI-110017

APPLICATION FOR ENCASHMENT OF EARNED LEAVE DURING L.T.C./H.T.C.

Date: _____

1. Name _____
2. Designation _____
3. Department _____
4. L.T. C Block year _____ Sub Block Year _____
5. Leave taken during L.T.C/H.T.C _____ Nature of leave _____
6. No. of days to be encashed _____

I wish to proceed on LTC/HTC to _____ (Place)
from _____ (Date) to _____ and also request you to encash
Earned Leave for 10 days as per rules and debit to my leave account.

Signature

For Office Use

10 Days E.L. are debited from his/her account:

Dealing Asstt.

S.O. (Admn.)

A.O. (Admn.)

Principal

For Accounts use

Level -

BP - Rs. _____

DA - Rs. _____

Total in Rs. _____ X 10 =

30

If above is approved, the same may be paid.

Dealing Asstt.

S.O. (A/cs)

A.O. (A/cs)

Principal

Copy to:

Personal file

Account Section