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(ISO 9001:2015 Certified)  
(Recipient of Sardar Patel Best Institute Award 2013)



**APPLICATION FOR ENCASHMENT OF EARNED LEAVE**  
**WHILE AVAILING L.T.C.**

1.	Name of the applicant ( in block letters)	
2.	Designation:	
3.	Office in which working	
3.	Basic Pay as on the date	
4.	Date of joining:	
5.	Whether permanent or temporary	
6.	Block year of AILTC/HTLTC which now proposed to be availed and place of visit	
7.	Block year of AILTC/HTLTC. Which availed earlier?	
8.	No. of days of E.L. proposed to be Encashed now ( Maximum 10 days)	
9.	Whether the Encashment has been drawn earlier, indicate the number of days encashment and block year of AILTC/HTLTC.	
10.	No. of days of Earned leave proposed to be avail during the Current Block	
11.	Whether under suspension/EOL/HPL/LPR and the period of leave	Not applicable

I declare that the particulars furnished above are true to be best of knowledge.

Signature of the Applicant.....

NAME:

DESIGNATION:

Place: Hyderabad-30

Date: