



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
श्रीपेरुम्बुदूर, Sriperumbudur– 602 105

APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR LTC PURPOSE

Claimed for the block year : _____

1	Name of the Staff / Faculty	
2	Designation	
3	Department	
4	No of days for which encashment of Earned Leave sought (up to 10 days)	
5	No of days already encashed EL on LTC	
6	Leave sanctioned (EL/CL) & Period	
7	EL Balance at Credit	
8 (i)	Basic Pay	
(ii)	DA_____%	
(iii)	Total	
9	Amount claimed for encashment of Days (Basic Pay + DA) x Days ----- 30	

Date :

Signature of the employee