

**RAMJAS COLLEGE : DELHI**  
**ENCASHMENT OF EARNED LEAVE DURING L.T.C.**

BLOCK YEAR \_\_\_\_\_

1 NAME \_\_\_\_\_  
2 DESIGNATION \_\_\_\_\_  
3 DEPARTMENT \_\_\_\_\_  
4 BASIC PAY \_\_\_\_\_  
5 DEARNESS ALLOWANCE \_\_\_\_\_  
6 NATURE OF LEAVE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
7 PLACE VISITED \_\_\_\_\_

DATED \_\_\_\_\_

SIGNATURE OF THE APPLICANT \_\_\_\_\_

**FOR OFFICE USE ONLY**

8 EARNED LEAVE CREDIT AS ON \_\_\_\_\_  
9 ENCASHMENT OF LEAVE (Number of Days) \_\_\_\_\_  
10 BALANCE EARNED LEAVE CREDIT  
AS ON \_\_\_\_\_

Dealing Assistant \_\_\_\_\_

S.O. Admn. \_\_\_\_\_

**FOR ACCOUNTS USE ONLY**

11 CALCULATION OF EARNED LEAVE DURING L.T.C. \_\_\_\_\_  
12 The net entitlement on account of Encashment of Earned leave during LTC Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)  
13 The Expenditure is Debitable to \_\_\_\_\_

S.O. Account \_\_\_\_\_

Bursar \_\_\_\_\_

Principal \_\_\_\_\_