



श्री वेंकटेश्वर महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
Sri Venkateswara College  
(University of Delhi)  
NAAC Grade A+



Ref. No.: SVC/Acs/P/

Date.....

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

1.	Name of the Employee	*	
2.	Designation	*	
3.	A. Basic Pay (In Rs.) B. Pay Level	*	(A) _____
			(B)
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 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+D.A.)/30*No. of days of EL)	*	

Signature of the Employee

**REMARKS BY THE ESTABLISHMENT BRANCH**

I have verified all the necessary particulars in Cols. 1 to 17 submitted by Mr/Ms/Dr \_\_\_\_\_ and the same have been found to be correct and authentic as per office records. He/ She is eligible for Leave Encashment, as per existing rules.

.....days earned leave debited from his/her earned leave account.

Dealing Assistant (Establishment)

Section Officer (Administration)

**FOR ACCOUNT SECTION USE ONLY**

Passed bill for payment of Rs. \_\_\_\_\_

Dealing Assistant (Accounts)

Section Officer (Accounts)

Administrative Officer

Bursar

Principal