

**DEEN DAYAL UPADHYAYA COLLEGE
(University of Delhi)**

APPLICATION FORM FOR LEAVE ENCASHMENT ALONG WITH LEAVE TRAVEL CONCESSION

1. Name of the applicant
2. Designation.....3. Department.....
4. Block year for which LTC has been applied:.....
5. Place of visit:
6. Duration of visit:.....
7. No of days for which Earned Leave is to be encashed:

I undertake that in case LTC is not availed for any reason, I will return the amount received on account of Leave Encashment immediately.

Date:.....

Signature of Employee

Note: In case of seeking leave encashment when LTC (whether to hometown or anywhere in India) is being claimed from spouse office, a certificate from spouse office to this effect alongwith this application and proof of journey after return, is to be submitted.

FOR OFFICE USE ONLY

Permitted for LTC/HTC after sanction of leave (.....) from to

1. Earned Leave at Credit:days. (After sanction of present spell of E. L, if applied)
(Note: There shall be a balance of 30 days after deducting the Earned Leave asked for encashment.)

2. Total Leave encashed:.....days. (Till date)
(Note: A maximum of 60 days of Earned Leave can be encashed during entire service period.)

May be permitted to encash.....days of Earned Leave.

Principal

Admin. Officer

S.O (Admin)

Dealing Asstt.

Entry made in Service Book:..... (S.O. (Admin))

ACCOUNTS SECTION

1. PIPB:..... 2. AGP/GP :..... 3. D. A. @.....%. Rs.....

4. Total (1+2+3) :Rs.....

5. Emoluments for Nos. of days : Rs.

Principal

Bursar

Admin. Officer

S.O (Accts.)

D.A

Entry made in Salary Register: (S.O. (Accts.))