

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 _____