

ATOMIC ENERGY CENTRAL SCHOOL, RAWATBHATA

APPLICATION FOR ENCASHMENT OF EARNED LEAVE DURING LTC

Name of Employee : _____ Designation : _____ CC No.: _____

School Address: _____ EMPID : _____

Pay Band: _____ Pay: _____ Grade pay : _____ Total = _____

I am availing LTC for the Block Year _____ to visit _____
_____ (Home Town/Anywhere India) From _____.

Please sanction encashment of Earned Leave for 10 days during my above mentioned LTC.

Date : _____

Signature of Employee

(To be filled by School Office)

1. The applicant is having _____ days of Earned Leave at his credit as on _____. He has already availed _____ days Encashment of EL during LTC in his cervice.
2. He is eligible for availing LTC for the Block Year 20__ – 20_____. May kindly approve encashment of 10 days earned leave.
3. Necessary entries have been made on page No. _____ of the Service Book of applicant.

Forwarded to Principal(Accounts), AECS, Rawatbhata – for necessary action please.

Deal. Asstt.

PRINCIPAL

(FOR USE IN ACCOUNTS SECTION)

Pay Band Rs. : _____

Pay in Pay Band Rs. : _____

Grade Pay Rs. : _____

DA @ _____% Rs. : _____

TOTAL RS. : _____ = Rupees _____)

Chairman, LMC, AECS Rawatbhata may accord his approval for grant of Rs. _____

(Rupees _____)

For Encashment of 10 days Earned Leave during LTC.

Accountant

PRINCIPAL(AACCOUNTS)

Auditor

MEMBER LMC(F)

CHAIRMAN LMC