



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय - हैदराबाद / Regional Office – Hyderabad

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APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING LTC:

1. Name of the Official with designation :
2. Section to which attached :
3. Basic pay and Grade pay :
4. LTC to be availed with Block year : All India/Home town for the year-----
5. Nature of leave availed :
6. Place of Visit :
7. Availing for self or family members or both :
8. No. of occasions EL encashment availed earlier:

FOR OFFICE USE

1. EL balance as on date:
2. Balance of leave after deduction total leave availed for LTC plus leave encashment requested.
3. No of times availed EL encashment in the earlier occasions:
4. Present encashment pertains to _____ occasion.
5. EL for ____ days debited to the Leave account of Sh/Smt/Ms. _____ towards encashment of leave.

Dealing hand.

Section officer

Admn. Officer

DEPUTY COMMISSIONER