

**ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
AUCHANDI ROAD, BAWANA
DELHI -110039**

APPLICATION FOR ENCASHMENT OF EARNED LEAVE

The Principal

Aditi Mahavidyalaya

University of Delhi,

Bawana, Delhi-110039

Dear Mam,

I would like to avail the encashment of Earned Leave for _____ Days to be availed along with Leave Travel Concession for the block Year _____ - _____. The particulars are as follows :

1. Name : _____
2. Designation : _____
3. Department : _____
4. Pay Band : _____
5. AGP/GP : _____
6. Pay : _____

It is requested that I may be sanctioned leave encashment for _____ Days. In case if LTC/HTC is not availed for any reason. I undertake to refund the leave encashment amount in one lump-sum.

Thanking You

Yours sincerely

Dated : _____

Signature _____

Name _____

