

SHYAMA PRASAD MUKHERJI COLLEGE (for women)
(University of Delhi)
PUNJABI BAGH (west): NEW DELHI – 110026

**APPLICATION FOR EARNED LEAVE ENCASHMENT AT THE TIME
OF AVALING LTC FOR HOME TOWN/ANYWHERE IN INDIA**

1.	Name of the Employee	:	
2.	Teaching Staff/ Non-Teaching Staff	:	
3.	Designation	:	
4.	Department	:	
5.	Earned Leave Encashment on LTC Home Town / Anywhere in India	:	
6.	LTC Block Year	:	
7.	Date of Journey	:	
8.	Earned Leave encashed already, if any (no. of days)	:	
9.	No. of days earned leave applied for encashment	:	
10.	No. of days Earned Leave sanctioned for encashment (for office use)	:	

Dated _____

Signature of Applicant

_____ Days Earned Leave debited from Earned Leave account of Mr./Ms. _____

Section Officer (Admn.)/S.P.A.

Administrative Officer

Principal