

Central Power Research Institute

Application for encashment of Earned Leave with LTC (Rule 38-A of CCS Leave Rules)

Name of the Employee	
Employee ID & Division / Lab	
Present Post	
Pay Band & Grade Pay	
Kind of LTC	LTC-Home Town / All India LTC
Place of Visit	
Block Year	
Nature of leave and duration of leave applied for availing All India LTC /Home Town (copy of approved leave application shall be attached)	CL/EL/HPL From To No.of days
No.of days of EL applied for encashment now	
Total No. of days EL encashed on LTC availed on previous spells	

I request that I may kindly be permitted to encash days of EL with LTC. I certify that EL for days have been sanctioned with permission to avail LTC.

Signature of the Employee

Date:

Forwarded to Administration

Signature of HOD

For use in Administration

Details of Encashment of EL with LTC	Block Year	Availed	Balance
Entitlement = Maximum 60 days	2014 - 15		
	2016 - 17		
	2018 - 19		
	2020 - 21		

Certificate of Admissibility

Balance of EL as on is Days. Shri./Smt
is entitled /not entitled for encashment of ... days of EL with LTC for the Block year.....

Administrative Officer