

ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY, CHENNAI-600077
APPLICATION FOR ENCASHMENT OF E.L. DURING L.T.C

1. Name & Designation :
2. Present Pay Band & Grade Pay :
3. Present Pay & Grade Pay :
4. LTC to be availed for H.T./ALL INDIA :
5. Block for which LTC is to be availed :
6. No. of days E.L. sanctioned :
7. No. of days E.L. encashment required :
(Max. of 6 times @ 10 days each)
8. E.L. balance at credit :
9. Whether E.L. encashment availed earlier :
(If availed earlier submit details)

Date:

Signature :

Name :

(for Office use only)

OFFICE NOTE :-

- 1) He/She is eligible for _____ days of E.L. encashment along with LTC (the E.L. so encashed during the entire career should not exceed 60 days i.e. encashment can be availed up to a maximum of 6 times @ 10 days each during service)
- 2) He/She is also availing at least an equivalent duration of leave simultaneously.
- 3) The balance of E.L. at his/her credit _____ (should not be less than 30 days after deducting the total of leave availed plus leave for which encashment was availed)
- 4) 10 Days E.L. encashment amount sanctioned = $\frac{B.P. + G.P. + D.A + NPA}{10} \times 10$ Days

30

Submitted for approval please.

D.A

S.O

A.O

O.I.C./DIRECTOR