



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND
MANUFACTURING (IIITD&M) KANCHEEPURAM**

Melakkottaiyur, Vandalur-Kelambakkam Road, Chennai-600 127

APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING LTC

1. Name of the Applicant	
2. Designation	
3. Section/Department	
4. Block year for which encashment of Earned Leave applied for	
5. No. of days of Earned Leave proposed to be encashed	10 days
6. Date on which encashment for the last block year availed.	
7. Nature & number of days of leave proposed to be availed along with the LTC	Casual Leave/Earned Leave

Date:

Signature

FOR OFFICE USE

Certified that LTC for the block year _____ is admissible and having _____ days
Earned Leave at his / her credit and accordingly entitled for _____ days Earned Leave for
encashment. Number of time EL encashed including current is _____. Entries made in S.R.

AR (Admin)

AR (Accounts)