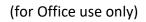
ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY, CHENNAI-600077 APPLICATION FOR ENCASHMENT OF E.L. DURING L.T.C

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	:



OFFICE NOTE :-

- 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 = B.P. + G.P. + D.A + NPA x 10 Days

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Submitted for approval please.

D.A

O.I.C./DIRECTOR