

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SS AUDIT),
TAMIL NADU AND PUDUCHERRY, "LEKHA PARIKSHA BHAVAN",
361, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018.

Application For EL Encashment at the time of availing LTC

Note: Copy of the Sanctioned EL/(Any other leave) Leave application and LTC Intimation form should be submitted along with this application

1. Name of the Applicant :
2. Post held :
3. Section/ party in which working :
4. The Block years related to LTC proposed to be availed :
5. LTC availed by self/spouse(if availed by spouse working in non-IA&AD Central Government office then a certificate to that effect to be furnished) :
6. Nature of LTC(whether Home Town or Any where in India) and the place of visit :
7. Nature(CL/EL) and duration of leave applied for :
8. Whether sanctioned :
9. No. of days of EL already encashed :
10. No. of days of EL encashment now applied for :
11. Total No. of days of EL encashment upto this claim(Col 9 & 10) :

I may be permitted to encash EL fordays while availing LTC.

Signature of the Applicant

CERTIFICATE TO BE FURNISHED BY THE BRANCH OFFICER

Certified that Shri/Smt. _____ has been sanctioned _____ Leave for _____ days from _____ to _____ for the purpose of availing LTC(As per col.6 above)

Signature/Designation