



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर

(केन्द्रीय विश्वविद्यालय)

भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय

NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR

(A Central University)

Government of India, Ministry of Youth Affairs and Sports



CONTACT NO.: _____

FORM OF APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING
LEAVE TRAVEL CONCESSION

1. Name in full :
2. Designation :
3. Department :
4. Date of appointment :
5. (a) LTC Block proposed to be availed:
(Also state whether Hometown or All India)
(b) Place of Visit (on LTC) :
- (c) Whether LTC advance is applied for: YES / NO
(If yes, copy of application to be enclosed):
(d) Mode of Travel : By RAIL / S.T. BUS / PLANE / SHIP.....
- (e) If LTC advance is not applied for, whether:
intimation with regard to availing LTC is: YES / NO.
sent to Finance section Claims. (Copy to be enclosed):
- (f) Whether to & fro tickets are booked: YES / NO (Copy enclosed / Not enclosed)
(If yes, copy to be enclosed)
6. Leave applied for (5) above :
(Copy of application to be enclosed)
7. (a) Leave encashment claimed/applied for: days Earned Leave.
8. (a) Leave at credit on the date of application: E/L Days, HPL..... Days.
(b) Whether applying for the 1st time: YES / NO. (.....time)
(c) No. of occasions on which availed earlier:.....
9. In case, wife/husband is a Govt. Servant, : YES / NO / Not Applicable.
whether Joint Declaration is submitted.
10. Pay & Scale of Pay on the date of application :

ENCL: As above.

Signature of the Applicant

Recommendations of the Controlling Officer:

Leave applied for by the official as at (6) above has been sanctioned. Leave encashment is recommended please.

Signature & Seal of the Controlling Officer.