



भाकृअप-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
DARE, Ministry of Agriculture and Farmers Welfare, Govt. of India
मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर, (बिहार)
Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)
ISO 9001:2000 Certified

Website: www.nrclitchi.org Email: director.nrcl@icar.gov.in & nrclitchi@yahoo.co.in



FORM OF APPLICATION FOR ENCASHMENT OF EARNED LEAVE (10 DAYS)
WHILE AVAILING LEAVE TRAVEL CONCESSION

| | | |
|---|---|--|
| 1 | Name & Designation | |
| 2 | Place of Posting | |
| 3 | LTC Block Year proposed to be availed | |
| 4 | Period of EL/ CL Leave | |
| 5 | Place of visit | |
| 6 | Leave encashment applied for | |
| 7 | Whether applying for the 1 st time | |
| 8 | In case, wife/ husband is a Govt. Servant, whether joint declaration is submitted | |
| 9 | Basic Pay + DA on the date of application | |

Date:

Signature of the Applicant

भा.कृ.अ.प.-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-NATIONAL RESEARCH CENTRE ON LITCHI
 मुशहरी प्रक्षेत्र, मुशहरी मुजफ्फरपुर, (बिहार)

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

| | | |
|-----|--|--|
| 1. | Name & Designation | |
| 2. | Place of Posting | National Research Centre ON Litchi, Muzaffarpur (Bihar) |
| 3. | LTC Block Year proposed to be availed (Home Town/Bharat Darshan) | |
| 4. | Period of EL/CL Leave | |
| 5. | Place of Visit | |
| 6. | Whether LTC advance is applied (If yes mention amount of advance) | |
| 7. | Mode of Travel (By Air/By Train/Others) | |
| 8. | Whether to & fro tickets are booked (Ticket copy enclosed) | |
| 9. | Leave encashment applied for | 10 days Earned Leave |
| 10. | Leave at credit on date of application | EL _____ days HPL _____ days |
| 11. | Whether applying for the 1 st time | YES/NO, If No (_____ time) |
| 12. | In case, wife/husband is a Govt. Servant, whether joint declaration is submitted | YES / NO / Not Applicable |
| 13. | Basic Pay & Grade Pay on the date of application | 1. Basic Pay - 2. Grade Pay- Total Rs. |

Signature of the Applicant
Name & Designation

Place & Date