



**Dr. Ram Manohar Lohia Institute of Medical Sciences
Vibhuti Khand, Gomti Nagar, Lucknow**

APPLICATION FOR LEAVE ENCASHMENT

Apply for encashment of earned leave while availing LTC as per details given below:-

1	Name	
2	Designation & Department	
3	Staff ID Number	
4	Number of days for which encashment of earned leave sought (maximum upto 10 days)	
5	Declared Home Town as per Service Book	
6	Whether is for Home Town or All India	
7	Block Year/ Sub-Block Year	
8	Whether the request is to visit a different place i.e. (Srinagar/North East etc.) against conversion of one Block year of her/his home town LTC.	
9	Nature and period leave granted for LTC purpose (copy of sanctioned leave application to be enclosed.)	
10	Place (s) visit for Home Town/All India LTC	

Signature of the Employee

Name _____

Date _____

Mobile No. _____

Recommendation of Departmental Head