

Dated : / /

To,

Section Officer
Admin. (G) / Admin. (NG)
M/o of MSME / Office of the DC(MSME)
New Delhi

Subject : Application for EL Encashment along with LTC.

Sir,

I am to state that Myself / my spouse availing LTC to visit Home Town / a place anywhere in India for the block year_____. In this connection I request to sanction _____ days of Earned Leave Encashment. Other related details are as under :-

01.	Kind of Online leave applied for / Period of leave	From:	To:
02.	Date of Journey		
02.	Whether LTC availed from MSME or spouse office		
03.	EL Encashment availed earlier, if any		
04.	Place to be visited with State name		
05.	Present Basic pay as per pay slip (Enclose copy of the current pay slip)		

Yours faithfully,

(Signature of Government Servant)

Name in Block letters _____

Designation _____

Emp. Code No. _____

Telephone / Inter. No. _____

Email Address _____

*(Maximum Encashment of Earned Leave at a time is of 10 days and Maximum of 60 days of EL Encashment is available during the entire service.)