

**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, DWARKA, NEW DELHI-110075**

APPLICATION FOR ENCASHMENT OF EARNED LEAVE

**The Principal
Bhaskaracharya College of Applied Sciences,
University of Delhi,
New Delhi-110075**

Dear Sir,

I would like to avail the encashment of Earned Leave for _____ days to be availed along with Leave Travel Concession/ Home Town Travel Concession for the Block Year _____ - _____. The particulars are as follows:

1. Name : _____
2. Designation : _____
3. Department : _____
4. Pay Band : _____
5. AGP/GP : _____
6. Pay : _____

It is requested that I may be sanctioned leave encashment for _____ days. In case if LTC/HTC is not availed for any reason. I undertake to refund the leave encashment amount in one lump-sum.

Thanking You

Yours sincerely

Dated : _____

Signature _____

Name _____