

Date: / /20__.

To,

The Section Officer,
NIC, Assam State Centre,
P.O. Dispur, Guwahati – 781 006.

Sub: Application for EL encashment along with LTC(All India / Home Town).

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		
03.	Whether LTC availed from NIC or Spouse office.		
04.	EL encashment availed earlier, if any		
05.	Place to be visited with State name		
06.	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 : _____

Telephone No. : _____

Email Address : _____

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