



Shaheed Rajguru College of Applied Sciences for Women  
शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंस फॉर वीमेन  
University of Delhi  
दिल्ली विश्वविद्यालय  
Vasundhara Enclave, Delhi – 110096  
वसुंधरा एन्क्लेव, दिल्ली-110096

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE WITH LTC/HTC**

The Principal  
Shaheed Rajguru College of Applied Sciences for Women  
Vasundhara Enclave  
Delhi – 110096

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 level – \_\_\_\_\_
5. Pay – \_\_\_\_\_
6. Proposed date of journey – \_\_\_\_\_

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

Signature –

Name –

Date –