

R A M J A S C O L L E G E
University of Delhi, Delhi
Encashment of Earned Leave during LTC/HTC

Name of Employee		
Designation		
Department		
Basic Pay		
Dearness allowance		
Dates of Leave claimed	From :	To :
Place Visited/to be visited		

Dated

Sign. Of Employee

FOR OFFICE USE ONLY

Total Earned Leave Credit as on		
Number of days EL en cashed		
Balance of Earned Leave		As on

Dealing Assistant

S.O. Admin

FOR ACCOUNTS OFFICE USE ONLY

EL calculation during LTC/HTC	
Net Entitlement to be paid ₹	
Expenditure Debited to	

S.O. Accounts

Bursar

Principal