

IMPORTANT CIRCULAR

कार्यालय, रक्षा लेखा नियंत्रक गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी- 781171

Office of the Controller of Defence Accounts

"Udayan Vihar", Narangi, Guwahati- 781171

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सं./ No: AN/III/66/Leave Encashment/66/Vol-II

दिनांक/Dated: 11/12/2015.

विषय/Subject: Submission of Application Form for Encashment of 10 days Earned Leave in conjunction with LTC purposes.

Of late it has been observed that many of the sub-offices/section of M.O. Guwahati are submitting claim for Encashment of 10 days EL in conjunction with LTC without the application form duly filled up for the purpose which causes delay in passing the claims at this end.

2. It is therefore requested to submit the same as per enclosed proforma duly completed in all respect to enable this office to expedite in processing the claims at this end.
3. The contents of this letter may please be got noted by the all concerned for strict compliance please.
4. Please acknowledge receipt.

GO (AN) has seen.

Debashis De
(DEBASHIS DE)

ब.ले.अ./Sr. ACCOUNTS OFFICER
(प्रशा/III)/AN-III)

Distribution:

1. All Section of MO
2. All Sub Offices as per Standard list
3. EDP centre for uploading the same in CDA Guwahati website.

**Application for Encashment of
10 days Earned Leave for Availing LTC**

1	Name of the Government Servant	:	
2	A/c No. & Designation	:	
3	Whether Permanent or Temporary	:	
4	Date of Appointment in DAD	:	
5	Name of the Office of the Govt. Servant	:	
6	Nature & Period of Leave Granted	:	
7	Place where desire to travel	:	
8	Block year for which LTC advance has been claimed:	:	
9	Proposed date of Journey	:	
10	Basic Pay of the Govt. Servant	:	
11	Dearness Allowance	:	
12	Amount of 10 days Leave Encashment	:	

I hereby certify that:

a) In the event of cancellation of Journey, I will refund the entire amount in one lump sum to the Govt. immediately.

b) The total leaves so encashed during the entire career does not exceed 60 days in the aggregate.

c) A balance of at least 30 days of earned leave is still available to my credit after taking into account the period of encashment as well as leave

d) LTC advance is not outstanding against me and the particulars given above are recorded in my service documents

g) 4 years LTC for the Block 2014-2017 has not been availed by my mother

Station : Guwahati

Dated : /09/2015

Signature