

No. A-4.208/Pt-IV
 CHITTARANJAN NATIONAL CANCER INSTITUTE
 37, S. P. Mukherjee Road, Kolkata - 700 026

Encashment of Leave along with L.T.C.

Name of the Employee			
Designation			
Name of the Dept./Sec. where attached			
		(Rs.)	
i)	Basic Pay		
ii)	N. P. A		
iii)	D. A.		
TOTAL =			
L. T. C. applied for the block year			
E. L. applied for		Days	w.e.f. _____ to _____
E. L. sanctioned by _____			
Encashment of Leave applied for		_____ days	
Date :		(SIGNATURE OF THE EMPLOYEE)	
Necessary entries have been made in the Service Book & Leave A/c:			
Entered by _____		Checked by _____ Sr. Administrative Officer	
Date of receipt in A/c Section: _____			
Encashment of Leave during L.T.C. may be passed for a sum of Rs. _____			
(Rupees _____) and			
necessary entries have been made in the L.T.C. ledger			
Prepared by _____		Checked by _____ Accts. Officer/Asst. Accts. Officer	

Casher is requested to obtain this document before handing over the cheque/cash towards above payment.

Accts. Officer/Asst. Accts Officer