

Proforma for claiming Encashment of Annual Leave on LTC (Advance)

1.	CDA A/c. No.	:																					
2.	Name of the Officer	:																					
3.	Pr No	:																					
4.	Rank	:																					
5.	BP	:																					
6.	GP	:																					
7.	MSP	:																					
8.	NPA	:																					
9.	DA	:																					
10.	LTC for	:	Self / Family / Parents / Children																				
11.	LTC Block Year	:																					
12.	LTC Rule	:	177 A / 177 B / 177 C																				
13.	DO Part II Order No. & Date of encashment of AL on LTC Adv. (Copy enclosed)	:																					
	Leave Details:																						
14.	Leave From Date	:																					
15.	Leave To Date	:																					
	Journey Details:																						
16.	Journey From Date	:																					
17.	Journey To Date	:																					
	Station Details:																						
18.	Journey From Station	:																					
19.	Journey To Station	:																					
20.	No. of days already encashed on LTC	:	<table border="1"> <tr> <td>2008</td> <td>2009</td> <td>2010</td> <td>2011</td> <td>2012</td> <td>2013</td> <td>2014</td> <td>2015</td> <td>2016</td> <td>2017</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017										
2008	2009	2010	2011	2012	2013	2014	2015	2016	2017														
21.	No of days to be encashed (Max. 10 days)	:																					
22.	Amount Claimed	:																					

Place:

Date:

(Signature of Officer)

Encls:- Copy of DO Pt. II Order.

(Signature of Countersigning Authority)

NOTE: Advance encashment of leave will be recovered, in case LTC Claim for the same is not received within six months from the date of completion of journey. Otherwise officer has to send MRO in favour of Office of the Pr.CDA(O), Pune.