



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)
B-21, Qutub Institutional Area, New Delhi – 110016

The Registrar
IIFT
New Delhi.

Sub: Encashment of Earned Leave alongwith LTC

Sir,

I alongwith my family members are visiting _____ for the block year _____ . I may kindly be sanctioned encashment of _____ days of earned leave alongwith LTC in terms of O.M. No. Admn.10(16)/2010 dated 24.05.2010.

I certify that if I am unable to travel, I will deposit the amount in the Institute.

Thanking you,

Yours faithfully,

Name _____

Designation _____

Dated :

No. Admn.

ACTION IN ADMINISTRATION DIVISION

Shri/Smt/Kumari/Dr. _____ has applied for encashment of ____ days earned leave alongwith LTC vide his/her application dated _____

He/she has _____ days of earned leave at encashment side at his/her credit. Encashment of ____ days of earned leave is admissible to him/her for the Block year _____. After encashment of ____ days of earned leave ____ days of earned leave will be left to his/her credit at encashment side. So far ____ days earned leave alongwith LTC has been sanctioned to Shri/Smt/Kumari/Dr. _____

Director/Registrar/Deputy Registrar may kindly sanction encashment of ____ days of earned leave for the Block year _____ in favour of Shri/Smt/Kumari/Dr. _____. Encashment will be confined to basic pay plus DA.

Assistant

SO(E)

SAO(E)

Deputy Registrar

Registrar