3<sup>rd</sup> foor, Sewa Bhawan, R. K. Puram, New Delhi - 110066. Dated, **2e**.9.2021

In terms of the provisions of the CCS(Leave) Rules 38-A, as amended by Ministry of Personnel, Public Grievances & Pension, DOPT's OM No.14028/4/2009-Estt.(L), dated 3.6.2009, an amount of Rs.26,155/-(Rupees Twenty six thousand one hundred fifty five only) is sanctioned to Shri Swaddep Singh, AD on account of encashment of 10 days Earned Leave with following details:-

1	Name of the Officer	Shri Swad <b>c</b> ep Singh
2.	Basic Pay .	Rs. 61,300/-
3.	LTC for the Block year	2021 ( Home Town)
4.	Earned Leave availed for LTC	18.10.2021 to 22.10.2021 (5 Day )
5.	Earned Leave encashed for LTC	10 days
6.	Amount of encashment payable	Rs. 26,155/-
7.	Earned leave deducted	10 days
8.	Balance Of Earned Leave	<b>52</b> (days)
9.	Balance EL for availing Leave encashment on LTC	60-10=50

Head of Account: 2701800010100015-D&A financial year-2021-222

Necessary entry in this regard has been made in the Service Book of Shri Swaddep Singh, AD.

Your Faithfully,

( SEEMA JUNÉJÀ)' SECTION OFFICER

BPL: 3319

TO

The Pay & Accounts Officer, CWC, New Delhi.

Copy To:-

1 Section Officer, A/cs.III Section, CWC ( 2 copies).

Shri Swaddep Singh, AD, ISM-I (Dte.) CWC, New Delhi

3 Uploading in the CWC, website.