

Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

APPLICATION FOR LEAVE ENCASHMENT ALONG WITH LTC

I, _____ shall be availing of Leave Travel Concession for self / wife and family for visiting Home Town / Anywhere in India (place to be visited) _____ for the Block Year _____

2. Prior to my present application, I have already availed of leave encashment on _____ occasion(s).

3. I shall be availing of Earned Leave/ Casual Leave for days w.e.f. _____ I may kindly be granted Leave Encashment equivalent to ten(10) days.

Encl. The copy of the application of leave(s).

Signature _____

Name _____

Designation _____

Section _____

Contact No. _____

Date _____