

OFFICE OF THE ACCOUNTANT GENERAL (A&E)**Lekha Bhawan, Jhansi Road, Gwalior****Subject: Application for Leave Encashment for availing LTC.****Reference: O.M.No. 31011/4/2008-Estt.(A) dated 23.09.2008 & 14028/4/2009-Estt.(L)**

dated 03.06.2009

Sr. No.	Name of the Applicant	
1.	Permanent No.	
2.	Designation & Section	
3.	Pay + Gr. Pay	
4.	Date of Retirement	
5.	Block Year of LTC	
6.	Period of leave for LTC	
7.	Type of Leave	
8.	Numbers of Leave encashed earlier	
9.	No. of days of Leave encashment applied for/type of leave	
10.	Whether LTC for Bharat Darshan or Home Town	
11.	Place of visit	

Date:

Place:

Signature of Applicant

It is certified that.....(type of leave) for days w.e.f. tohas been sanctioned to Shri on the grounds of LTC by the orders ofdated.....

Signature.....**Designation.....**