

**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-Esttt.(L)**

dated 03.06.2009

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

Date:

Place:

**Signature of Applicant**

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

**Signature.....**

**Designation.....**