

OFFICE OF THE ACCOUNTANT GENERAL (G&SSA)
Audit 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.

1	Name of the Applicant	
2	Permanent No.	
3	Designation	
4	Pay + Gr. Pay	
5	Date of Retirement	
6	Block Year of LTC	
7	Period of leave for LTC	
8	Type of Leave	
Details of Leave encashed earlier		
9.	Period of Leave availed/type of leave	No. of days of leave encashed
(i)		
(ii)		
(iii)		
Total		
10	No. of days of Leave encashment applied for/type of leave	
11	Whether LTC for Bharat Darshan or Home Town	

Date:
Place:

Signature of Applicant

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

Signature.....
Designation.....