

To

The Senior Deputy Accountant General (AMG-I & Admn)

O/o the Principal Accountant General (Audit),

Tripura, Agartala

Subject: Application for 10 days Leave Encashment for availing LTC

Sir,

With reference to the subject captioned above, I am furnishing the required information as below for favour of kind consideration and sanction of leave encashment.

1.	Name	
2.	Designation	
3.	Date of Joining	
4.	Number of days encashment required	
5.	Basic Pay	
6.	Pay Level	
7.	Proposed outward Journey	
8.	LTC Block year	
9.	Period of leave duly sanctioned	
10.	Place of visit	
11.	Contact Number	

(Signature of the Applicant)

Name:

Designation:

Section:

Place:

Date: