

OFFICE OF THE ACCOUNTANT GENERAL (E&RSA)MP
53, ARERA HILLS HOSHANGABAD ROAD BHOPAL

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.(I.) 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) fordays w.e.f.tohas been sanctioned to Shrion the grounds on LTC by the orders ofdated.....

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