

Government of India
Ministry of Urban Development
Nirman Bhavan, New Delhi

(APPLICATION FOR LEAVE-ENCASHMENT ALONG WITH LTC)

I, _____, shall be availing of Leave Travel Concession for self / for self and family for visiting Home Town / Anywhere in India (place to be visited) _____ for the Block Year _____.

2. Prior to my present application, I have already availed myself of leave encashment on _____ occasion(s).

3. I shall be availing of Earned Leave / Casual Leave for days w.e.f _____ to _____. I may kindly be granted Leave Encashment equivalent to ten (10) days.

Signature, _____

Name: _____

Designation: _____

Section: _____

Contact No. _____

Date: _____