

## APPLICATION FOR LEAVE ENCASHMENT

(Application to be submitted 15 days before commencement of journey)

1	<b>Name of the Government Servant</b>	
2	<b>Designation &amp; Section where working</b>	
3	<b>No. of leave encashment being applied?</b> First/Second/Third/Fourth/Fifth/Sixth (last)	
4	<b>When was the last leave encashment availed &amp; its no.?</b> First/Second/Third/Fourth/Fifth	
5	<b>Hometown as recorded in the Service Book</b>	
6	<b>Whether the LTC concession is to be availed for visiting Hometown/ Anywhere in India</b>	
7	<b>Place to be visited</b>	
8	<b>Block Year</b>	
9	<b>Whether wife/husband is employed and if so whether entitled to LTC</b>	
10	<b>Where wife/husband is employed, give address</b>	

*I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.*

Dated:

*Signature of Government Servant*

It is certified that E.L/CL. for \_\_\_\_\_ days w.e.f. \_\_\_\_\_ to \_\_\_\_\_ applied by Shri/Smt/Kumari \_\_\_\_\_ has been received and sanctioned to him/her to avail home town/all India leave travel concession.

Dated:

Signature of the Section Officer/A.D./  
D.D./J.D./Director.