

To

**The Deputy Accountant General(Admn)
O/o the Principal Accountant General(A&E) Assam
Maidamgaon, Beltola, Guwahati-781029.**

Sub : 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 10 days leave encashment.

| | | | |
|-----|------------------------------------|----|--|
| 1. | Name | :- | |
| 2. | Designation | :- | |
| 3. | Date of Joining | :- | |
| 4. | EMP_ID | :- | |
| 5. | Basic_Pay | :- | |
| 6. | Grade_Pay | :- | |
| 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)
Section :

Place : Guwahati
Date :