



**त्रिपुरा विश्वविद्यालय/ Tripura University**  
(केन्द्रीय विश्वविद्यालय/ A Central University)  
सूर्यमणिनगर, त्रिपुरा/ Suryamaninagar, Tripura

**Application for 10 days Leave Encashment during LTC:**

I hereby apply for 10 days Leave Encashment bill in lieu of availing Leave Travel Concession (LTC). The relevant particulars are furnished below:

1.	Name of the Employee	:	
2.	Designation	:	
3.	Office/ Deptt. / Branch/ Section	:	
4.	Block year period	:	
5.	Date of Joining	:	
6.	Nature of leave applied	:	
7.	Number of leave encashment already availed	:	
8.	Pay Level	:	
9.	Basic Pay	:	

\_\_\_\_\_  
(Signature of the Employee)

Date:

**NB: Furnish copy of last salary slip, copy of purchased ticket, copy of leave sanctioned, copy of LTC/HTC order**