



Indian Institute of Engineering Science and Technology, Shibpur

The Dean Administrative Affairs/Faculty Affairs
IEST, Shibpur

Date:

Through proper channel

Sub.: Request for 10 days earned leave encashment for Leave Travel Concession

Sir,

I intend to avail/ availed Leave Travel Concession with/without taking advance. I am submitting the photocopy of the tickets of outward/to & fro journey / I have already submitted LTC bills in prescribed format for adjustment/reimbursement. Kindly arrange for 10 days leave encashment for the said LTC journey.

Sl. No.	Particulars to be submitted with supporting documents, if required	Description
1	Name of the place to be visited/visited (furthest point)	
2	Pay slip attached for the month	
3	Block / extended block /year	
4	Period of Journey	From to
5	Mode of journey	
6	Kind of leave/Vacation	
7		

Thanking you,

Yours faithfully,

Signature with date
Name :
Designation and ID No.
Department
Mobile No.

- Please strike out the words/sentences which are not applicable