

To

The Deputy Accountant General (Admn)  
O/o the Pr. Accountant General (E&RSA)  
Odisha, Bhubaneswar.

**Sub:- Encashment of 10 day's Leave Salary.**

Sir,

Respectfully, I want to state that EL/CL/RH for \_\_\_\_\_ day(s) from \_\_\_\_\_  
to \_\_\_\_\_ has been sanctioned in my favour for availing LTC (Home Town/ Bharat  
Darshan) from \_\_\_\_\_ to \_\_\_\_\_ and visited to \_\_\_\_\_.

Therefore, I may kindly be allowed to encash 10 days leave salary for the above purpose  
and obliged.

Yours faithfully

Place:-

Date:-

Name:

Designation:

Emp. Code:

Pay: \_\_\_\_\_, Level & Cell:

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