

## 1. Leave Sanction Order with LTC for Self

No. \_\_\_\_\_ Dated:-dd/mm/yyyy

### ORDER

Sanction is hereby accorded to Smt./Shri \_\_\_\_\_ (name), \_\_\_\_\_ (designation) for grant of Earned Leave for 05 days with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates) and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Sanction is also hereby accorded to Smt./Shri \_\_\_\_\_ (name), to avail Leave Travel Concession (LTC) for self for the Block Year yyyy-yyyy (Block period) and to leave the headquarters w.e.f. dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit New visit \_\_\_\_\_ (name of the place) during the above period.

Certified that Smt./Shri \_\_\_\_\_ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri \_\_\_\_\_ (name) has \_\_\_\_\_ days balance of Earned Leave at her/his credit as on \_\_\_\_\_ after availing the above leave.

**(Name)**

Designation

**To,**

The Official Concerned.

**Copy to:-**

1. The Dealing Hand maintaining APAR.
2. Personal file.
3. Guard file.
4. O/c

## 2. Leave Sanction Order with LTC and surrender of Earned Leave

No. \_\_\_\_\_ Dated:-dd/mm/yyyy

### **ORDER**

Sanction is hereby accorded to Smt./Shri \_\_\_\_\_ (name), \_\_\_\_\_ (designation) for grant of Earned Leave for 05 days with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates) and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Sanction is also hereby accorded to Smt./Shri \_\_\_\_\_ (name), to avail Leave Travel Concession (LTC) for self for the Block Year yyyy-yyyy (Block period) and to leave the headquarters w.e.f. dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit New visit \_\_\_\_\_ (name of the place) during the above period.

Sanction is also accorded for surrender of 10 days Earned Leave for encashment purpose.

Certified that Smt./Shri \_\_\_\_\_ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri \_\_\_\_\_ (name) has \_\_\_\_\_ days balance of Earned Leave at her/his credit as on \_\_\_\_\_ after availing the above leave.

**(Name)**  
Designation

**To,**  
The Official Concerned.

#### **Copy to:-**

1. The Dealing Hand maintaining APAR.
2. Personal file.
3. Guard file.
4. O/c

### 3. Leave Sanction Order with LTC and advance amount of travel estimate

No. \_\_\_\_\_ Dated:-dd/mm/yyyy

#### **ORDER**

Sanction is hereby accorded to Smt./Shri \_\_\_\_\_ (name), \_\_\_\_\_ (designation) for grant of Earned Leave for 05 days with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates) and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Sanction is also hereby accorded to Smt./Shri \_\_\_\_\_ (name), to avail Leave Travel Concession (LTC) for self for the Block Year yyyy-yyyy (Block period) and to leave the headquarters w.e.f. dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit New visit \_\_\_\_\_ (name of the place) during the above period.

Sanction is also accorded to Smt./Shri \_\_\_\_\_ (name) for the payment of an advance of 80% of the total estimate.

Certified that Smt./Shri \_\_\_\_\_ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri \_\_\_\_\_ (name) has \_\_\_\_\_ days balance of Earned Leave at her/his credit as on \_\_\_\_\_ after availing the above leave.

**(Name)**  
Designation

**To,**  
The Official Concerned.

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4. O/c

#### 4. Leave Sanction Order with LTC for Spouse

No. \_\_\_\_\_ Dated:-dd/mm/yyyy

### ORDER

Sanction is hereby accorded to Smt./Shri \_\_\_\_\_ (name), \_\_\_\_\_ (designation) for grant of Earned Leave for 05 days with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates) and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Sanction is also hereby accorded to Smt./Shri \_\_\_\_\_ (name), to avail Leave Travel Concession (LTC) for self for the Block Year yyyy-yyyy (Block period) and to leave the headquarters w.e.f. dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit New visit \_\_\_\_\_ (name of the place) along with her/his spouse \_\_\_\_\_ (name) during the above period.

Certified that Smt./Shri \_\_\_\_\_ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri \_\_\_\_\_ (name) has \_\_\_\_\_ days balance of Earned Leave at her/his credit as on \_\_\_\_\_ after availing the above leave.

**(Name)**

Designation

**To,**

The Official Concerned.

#### **Copy to:-**

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4. O/c

#### 4. Leave Sanction Order with LTC for family

No. \_\_\_\_\_ Dated:-dd/mm/yyyy

### **ORDER**

Sanction is hereby accorded to Smt./Shri \_\_\_\_\_ (name), \_\_\_\_\_ (designation) for grant of Earned Leave for 05 days with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates) and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Sanction is also hereby accorded to Smt./Shri \_\_\_\_\_ (name), to avail Leave Travel Concession (LTC) for self for the Block Year yyyy-yyyy (Block period) and to leave the headquarters w.e.f. dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit New visit \_\_\_\_\_ (name of the place) along with her/his following family members during the above period:

S/N	Name of the family member	Relationship	Age
1			
2			
3			
4			

Certified that Smt./Shri \_\_\_\_\_ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri \_\_\_\_\_ (name) has \_\_\_\_\_ days balance of Earned Leave at her/his credit as on \_\_\_\_\_ after availing the above leave.

**(Name)**  
Designation

**To,**  
The Official Concerned.

#### **Copy to:-**

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4. O/c