



TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799022

LTC CASH PACKAGE WITH LEAVE ENCASHMENT CLAIM PROFILE

LTC Block Year :

I hereby apply for the Reimbursement bill for avail Special cash package equivalent in lieu of Leave Travel Concession with 10 days Leave Encashment. The relevant particulars are furnished below :

| | | | |
|----|---|---|--|
| 1. | Name of the Employee | : | |
| 2. | Designation | : | |
| 3. | Office / Deptt. / Branch / Section | : | |
| 4. | Pay Level | : | |
| 5. | Basic Pay (Furnish Last Pay Slip) | : | |
| 6. | Dependent Family Members (Furnish Family Dependent Memo) | : | |

(Signature of the Employee)

Date :