

To
The Chief Engineer
Public Works Department (R&B)
New Secretariat Complex
Agartala, West Tripura.

Through Proper Channel.

Subject:- Prayer for permission to avail LTC (India Tour) for the block year 2018-19
(before 50 years of age) 1st spell.

Sir,

With due respect , I beg to state here that I intent to avail LTC (India Tour) for the 1st. spell (before 50 years of age) to visit ----- with my family members during the block year 20----- and I have not availed any LTC (India Tour) till today during my Govt. service life.

In view of the above , I request you to allow me to avail LTC journey for going to ----- & oblige thereby.

Dated, Agartala
The ----/-----/20----

Your's Faithfully,

- 1) L.T.C. Application Form.
- 2) Tentative Expenditure.
- 3) Photo copy of Ration Card.
- 4) Sanction copy of Earned Leave
- 5) Self Declaration.
- 6) Birth Certificate Son/Daughter (Xerox Copy)
- 7) Aadhaar Card (Xerox Copy)

(-----)
Designation
O/O The -----
-----,PWD(R&B)
----- ,Tripura West