

To
The Director,
CIFA Kausalyaganga
Bubaneswara-751002

Sub: Encashment of 10 days Earned Leave-Reg.

Sir,

With reference to the subject cited above, I am to inform that I have applied _____ days _____ Leave w.e.f. _____ to _____ for availing HTLTC/ALLTC for the block year _____ in lieu of b.year _____ for self /with family. The outward/returned journey will be undertaken on _____ / _____ respectively.

Hence, I request that 10 days Earned Leave Encashment may kindly be Paid to me for the action of which I shall remain obliged.

This will be my ----- th EL encashment of
LTC

Thanking you,

Date-

Yours faithfully

Place-CIFA, Kausalyaganga