

To  
The Registrar  
Saha Institute of Nuclear Physics  
Sector-I, Block-AF  
Bidhannagar  
Calcutta-700 064.

Sir,

Re : Leave travel concession for the  
Block year.....

I beg to state that I visited ..... /my home land at.....  
.....during the period of my leave with effect from.....  
.....to.....together  
with the members of my family as detailed hereunder.

I shall be thankful if you kindly allow me to avail myself of the benefit of leave travel  
concession for the block year..... Necessary  
Railway Money receipts and/or other documentary evidences of journey and L.T.C. Bill duly filled in  
are enclosed for the needful at your end.

Name	Age	Relation	Nearest Railway Station	Home address
1)				
2)				
3)				
4)				
5)				
6)				

Yours faithfully

Signature.....  
Name of employee :  
(in Block letters).....  
Designation.....  
Divn./Sec.....

Date :

For Establishment Officer  
Kindly record in the Service Book of Prof. Dr./Sri/  
Smt.....  
.....of.....  
Division

For Accounts Officer  
Recorded in the Service Book of Prof. Dr./Sri/  
Smt/.....  
of.....  
Division.

Accounts Officer  
S I N P

Establishment Officer  
S I N P