9th March 2021

Respected Madam,

Sub: Leave encashment-reg.

 I would like to avail Special Cash Package in lieu of All India Leave Travel Concession Fare for self and family for the block year 2018-21.

In this regard, I may kindly be granted leave encashment equivalent to ten (10) days. Prior to my present application, I have already availed myself of leave encashment on one occasion.

Thank you,

 Yours faithfully,

Dr. Shijith Kumar C

 Library and Information Officer