

30<sup>th</sup> March 2021

**Note**

Sub: Settlement of Special Cash Package equivalent in lieu of LTC and 10 days of leave encashment-reg.

Ref: No.SH/E./LTC(Cash package)/2020-21 dated 12.03.21

Please find attached the original invoice and digital transaction details in connection with the availing of Special Cash Package in lieu of All India Leave Travel Concession Fare for self and family for the block year 2018-21. The amount may please be reimbursed.

Dr. Shijith Kumar C

Library and Information Officer

To

The Accounts Section

30<sup>th</sup> March 2021

**Note**

Sub: Purchase of briefcase- reimbursement-reg.

Ref: Circular No.SH/E./Gen/2020-21 dated 05.03.2021

With reference to the above, please find attached the original invoice in connection with the purchase of official bag. The amount may please be reimbursed.

Dr. Shijith Kumar C

Library and Information Officer

To

The Accounts Section