05-01-15

Submitted to the Director:

Sub: Settlement of LTC Bill-reg.

Ref: SH/Estt-1(1197)/2014-15 dated 10.12.14

Respected Madam,

With reference to the above, I have availed LTC (Anywhere in India) from 19th to 23rd December, 2014. In this regard, please find enclosed the LTC bill along with supporting documents for settlement.

Thanking you,

Yours sincerely

Dr.Shijith Kumar C

Library and Information Officer

Encl:

1. Filled-in LTC bill in duplicate
2. Bus tickets from Mysore to Bangalore and vice versa
3. Flight tickets from Bangalore to New Delhi and vice versa
4. Flight boarding passes from Bangalore to New Delhi and vice versa