16.01.17

Submitted to the Director

Sub: Settlement of LTC Bill-reg.

Ref: SH/E(1197)/2016-17 dated 30.12.16

Respected Madam,

With reference to the above, I have availed LTC (Home Town) on 30th December, 2016. In this regard, please find enclosed the LTC bill along with supporting documents for settlement.

Thanking you,

Yours faithfully

Dr.Shijith Kumar C

Library and Information Officer

Encl:

1. Filled-in LTC bill in duplicate
2. Bus tickets from Mysore to Calicut and vice versa
3. Copy of the OM No. SH/E(1197)/2016-17 dated 30.12.16