Submitted to the Director 8th January 2019

Sub: Conversion of casual leave to earned leave-request-reg.

Respected Madam,

With reference to the above, I may kindly be permitted to convert the casual leave that I took on 7th June 2018 to earned leave as there is no casual leave at credit. The filled-in EL form in this regard is enclosed herewith.

Yours faithfully,

Dr. Shijith Kumar C

Library and Information Officer

Submitted to the Director. 17th January 2019

Sub: Conversion of casual leave to earned leave-request-reg.

Respected Madam,

In continuation with my request dated 8th January 2019 for converting the casual leave to earned leave, I may kindly be permitted to convert the casual leave that I took on 27th December 2018 to earned leave instead of 7th June 2018. The revised filled-in EL form is enclosed herewith. The inconvenience caused in this regard may kindly be pardoned.

Yours faithfully,

Dr. Shijith Kumar C

Library and Information Officer