

Date: _____

To

The Administrative Officer
Regional Institute of Education,
Mysuru - 570 006

Subject: Request for the Grant of 10 days of Leave Encashment - reg.

Sir,

Kindly grant me 10 days of Leave Encashment for availing LTC under Bharath
Dharshan / Home Town for the Block Year _____ to Visit
_____ and back on _____ and oblige.

Thanking you,

Yours faithfully,

Signature : _____

Name : _____

Designation: _____

Dept./Section: _____

Date: _____

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