

Date: DD.MM.YYYY

**Administrative Officer
GBP-NIHE
Kosi-Katarmal, Almora**

Sub.: Request for cancellation of XX days E.L.

Ref.: GBPI/Adm./Leave/3372 dated 09.12.2020

With reference to the cited above office order, I have joined my duty dated on 14.12.2020 (Forenoon). It is requested that please cancel the ___ days E.L. taken for the dates of DD.MM.YYYY and DD.MM.YYYY (suffix), and DD.MM.YYYY to DD.MM.YYYY

Thanking you.

Yours Sincerely,

Name:
Designation

Centre/RC/Department

Date: 18.11.2020

**Administrative Officer
GBP-NIHE
Kosi-Katarmal, Almora**

Sub.: Request for cancellation of 01 day Casual Leave taken on 18.11.2020

I have joined my duty dated on 18.11.2020 (Forenoon). Please cancel the Casual Leave (C.L.) taken on 18.11.2020.

Thanking you.

Yours Sincerely,

(Kapil Kesarwani)
Scientist – C, CEA&CC

Head: CEA&CC