Date: 01-11-2017,

Vijayawada.

To

The Director General,

Drugs & Copyrights,

Drugs Control Administartion,

Chuttugunta,

Guntur.

Sir,

Sub: V.B. Jaya Prakash, DCL, Vijayawada –Request for sanction of 05

Days Earned leave-Reg.

\*\*\*

With reference to the above cited subject, I request that, I may kindly be permitted to avail, **Five (05) days earned leaves** from **06.11.17 to 10.11.17** with permission to avail prefix and suffix public holidays on 05.11.17, 11.11.17 and 12.11.17 and also permit me to leave headquarters.

Thanking you Sir,

Yours faithfully,

(V.B. Jaya Prakash)

Lab Technician,

DCL, Vijayawada.

Copy to:

The Assistant Director, DCA, Vijayawada for information.