



Date : 14.05.05
Visakhapatnam.

To,
The General Manager,
The Samaja, Cuttack.

Through The Personnel Manager, The Samaja, Cuttack.

Sub : Regarding my allowance

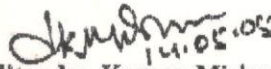
Esteem Sir,

With due respect and humble submission I Sri Jitendra Kumar Mishra beg to state that I am working as a Sub-editor in Vizag branch. Except my routine duty I am doing DTP and other official works sincerely. Sir, I was getting 15% allowance of my salary every month since my transfer from Sambalpur branch to Vizag branch. But I am sorry to inform you that from this month I was deprived of this special allowance which I was getting before.

Therefore I pray you to grant me the same allowance as usual. For which of your kindness I shall remain ever grateful to you.

Thanking you,

Yours faithfully,


14.05.05
Jitendra Kumar Mishra
Sub-editor
Vizag.

sdms
put up in his
file *m. 14/6*