

TO

DBM (Seeds)
HIL (India) Ltd
New Delhi

May do the n/a as per rule 4 subject
of the company as per 'A' below

Pratiksha
24/12/19

APM (Co.)

24.12.2019

sub: sanction of earned leave 15 days encashment From
encashable leave portion

Sir,

I may be sanctioned earned leave encashment 15 days From
My encashable leave portion and same may be credited
to my Bank Account.

Thanking you,

As per the leave details
submitted at Rto City Bd
the leave balance of Sh. MRC Reddy, RM (SP)
is as under

EL Cashable :- 180 days

EL Non Cashable :- 119 days

299 days.

CAM (HR & P)

Pratiksha
APM / City Bd

Your Faithfully

MRC Reddy

M. R. C Reddy

RM (SP)

RSO, Hyd