

To,  
Manager(P & A)  
SRU/HO, Bokaro Steel City

(To be submitted in duplicate)

Subject: Issue of duplicate Leave Book

Sir/Madam,

It is requested to kindly issue a duplicate medical card as per details given below:

- 1.Name of the card holder.....
- 2.Relation ship.....
- 3.Reason for duplicate issue of card:.....

I hereby authorize deduction of Rs.10/-*(Rupees ten only)* from my next salary towards fee for issue of duplicate Leave Book.

Thanking you,

- 1.Name :
- 2.Designation :
- 3.Staff No. :
- 4.Date :
- 5.Department :

For use by Personnel Department

No.SRU/Pers-HO/3(09)/2017-  
To,  
Mgr(F&A)  
SRU/HO/B.S.City.

Date:

The medical card as per request above has been issued on..... It is requested to kindly deduct an amount of Rs.10/-*(Rupees ten only)* from the next salary of the employee towards fee for issue of duplicate Leave Book.

Manager(Personnel& Administration)  
SRU/Head Office