

**OFFICE OF THE Pr.ACCOUNTANT GENERAL (AUDIT)
SIKKIM, GANGTOK.**

To
The Accountant General (Audit),
Sikkim, Gangtok.

(Through proper channel)

I beg to report myself on today, the (forenoon / afternoon) on expiry of my..... leave from.....to..... /after cancellation of unexpired portion of my leave from..... to / on return from training / OA inspection which may kindly be accepted.

A medical certificate of fitness is also enclosed as my leave was on medical ground.

Yours faithfully,

Dated, Gangtok

Signature:.....

The.....

Name:.....

Designation:.....

Note: Please strike out whichever is not applicable.

FOR USE BY THE ADMINISTRATION SECTION

He / She is posted back toSection / Posted toSection.

AO/Sr. AO (Admn)

DAG/Sr. DAG (Admn)

Accountant General

Noted in the Service Book & Leave Account of Shri /Smt.....
And filed in his / her Personal case file

Dealing Assistant

SO/AAO (Admn)