

Date:...../...../2020.

To
The Sr.DPO
BZA Division,
South Central Railway
Vijayawada

(Through Proper Channel)

Sub :- Interim Procedure Order On Regularization of Sick During COVID-19

Ref :- Railway Boards Letter No E(G)2020/LE2/1, Dateed:03-09-2020

(No.11013/9/2014-Estt.A.III Dated 19th May 2020)

Respected Sir,

I (.....) have been laid up with
CORONA and Joined / Treated at from
Date : to After become fit, I Joined for Duties on
Date: The unfit and Fit Memos of RMC NO, My treatment
prescription memos Xerox copies enclosed.

Hence I request you to kindly grant me Special Casual Leave for the above period on COVID-
19 Account, As per Railway board rules communicated, Railway Boards Letter No E(G)2020/LE2/1,
Dateed:03-09-2020 (No.11013/9/2014-Estt.A.III Dated 19th May 2020) vide PCPO/SC and Oblige.

Thanking you sir,

Your's Faithfully. .

Sign:

Name:

PF.NO: