

From:-  
Name:-.....  
P.F. No:-.....  
Mobile No:-.....  
Date:-.....

To,

**Subject: Sick Period during Covid-19 (Sanction of Special Casual Leave)**  
**Ref: (I) Rly Board Letter No. E(G) 2020/LE2/1 Dated:03/09/2020**  
**(ii) Dy. CPO(HRD)/W.R./CCG Letter No. EP/637/0 COVID-19 Dated 29/04/2021**

Respected Sir,

I undersigned \_\_\_\_\_ working as \_\_\_\_\_  
Under \_\_\_\_\_ was Reported COVID- 19 Positive hence the concerned Authority kept  
me under sick, w.e.f. \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_ days Sick and Fit  
Certificate Number \_\_\_\_\_ issued by \_\_\_\_\_ is attached  
herewith .

I request you kindly this period sick w.e.f. \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_ days  
should be treated as a Special Causal Leave and \_\_\_\_\_ days debit from my Half Pay Leave (CML)

I declared that,

- (a) I am applying first time for covid-19 Special Casual Leave for.....days in calendar  
year.....
- (b) I agree. If any new guideline is issued by Railway Board In this regard, the same will have overriding  
effect.

Thanking you with anticipation.

**Yours Faithfully**

(.....)

To,

Application for Sick Period during COVID-19 (Special Causal Leave) received from,  
Shri/Smt \_\_\_\_\_ designation..... working  
under this office. Forwarded to you for necessary action Please.

**• Incharge**