

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, HOWRAH
SPECIAL LAND ACQUISITION (HIT) DEPARTMENT
NEW COLLECTORATE BUILDING, 3RD FLOOR,
7, RISHI BANKIM CHANDRA ROAD, HOWRAH - 1.
Ph. No. : (033) 2641 4380, E-mail : spllaohit@yahoo.in/spllaohit@gmail.com

Memo No. : _____/LA(IT)

Date : ____/____/2016

To
The Principal Secretary to the
Government of West Bengal,
P & A R Department, WBCS Cell,
NABANNA, 7th floor,
325, Sarat Chatterjee Road,
Howrah.

Sub : Prayer of Smt. Alaka Mandal, WBCS(Exe), Spl. Land Acquisition Officer (H.I.T.), Howrah for sanction of Earned Leave in her favour.

Sir,

I am to inform you that Smt. Alaka Mandal, WBCS(Exe), Spl. Land Acquisition Officer (H.I.T.), Howrah has submitted a prayer along with an Earned Leave Application wherein she has stated that she is proceeding to avail Earned Leave for the period from 17.10.2016 to 21.10.2016 prefixing 07.10.2016 to 16.10.2016 as Govt. holidays and suffixing 22.10.2016 & 23.10.2016 as Saturday & Sunday for a tour at Rajasthan with her family.

Smt. Mandal has requested to sanction the aforesaid Earned Leave along with station Leave for the period as stated above.

I am sending herewith her prayer and Earned Leave Application with due recommendation for taking necessary action from your end.

Yours faithfully,

Enco : 1) A prayer of Smt. Mandal.
2) Her Earned Leave Application.

Sdf
District Magistrate & Collector
Howrah

Memo No. : 331/15/LA(IT)

Date : 26/08/2016

Copy forwarded for information & taking necessary action to :

1. The Dy. Secretary, P & A R Department, Service Records & A/cs Cell, Writers' Buildings, Block - IV, 2nd floor, Kolkata - 1.
- ✓ 2. The Dy. Secretary, P & A R Department, I.T. Cell, Nabanna, Howrah.
3. Smt. Alaka Mandal, WBCS(Exe), Spl. Land Acquisition Officer, (H.I.T.), Howrah.
- 4-5. C.A. to D.M. / A.D.M.(LR), Howrah.

Sdf
District Magistrate & Collector
Howrah