The Principal

Maitreyi College

New Delhi- 110021

Madam,

This is to request you to release my admissible transport allowance as I have attended the meeting on the following dated of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I have signed on the vacation register for these dates)

Further it is certified that I have not claimed Earned Leave/Conveyance/Compensatory Leave for the above mentioned dates.

Thanking you,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_