To,
The Deputy Inspector General (DIG),
Central Industrial Security Force (CISF),
Unit BCCL, Dhanbad, Jharkhand.

Subject: Request for Verification and Correction of Erroneous Earned Leave (EL) Entries in Leave Account/Service Book.

Respected Sir,

With due respect, I, SI/Exe SS Mitharwal (CISF No. 110413176), presently posted at CISF Unit BCCL, Koyla Bhawan, Dhanbad, would like to bring to your kind notice certain discrepancies observed in the Earned Leave (EL) entries recorded in my leave account/service book.

> "On scrutiny of my leave records, certain discrepancies have been observed in the Earned Leave (EL) entries, as detailed below:"
>
> **1. Incorrect Adjustment of Journey Period:** The journey period has not been correctly accounted for while calculating my Earned Leave entitlement/deduction.
>
> **2. Excess Deduction of EL:** "During the year of my posting (2023), Earned Leave (EL) was erroneously deducted on two occasions against the period of journey, resulting in an unjustified reduction in my available EL balance."

The above discrepancies relate to my posting/transfer from CISF Unit NCL, Singrauli, to CISF Unit BCCL, Dhanbad.

In view of the above, it is respectfully requested that my leave records may kindly be examined and verified with the relevant movement orders, joining reports and leave records. Necessary corrections may please be made in accordance with the applicable rules, and any excess deduction of EL may kindly be restored to my leave account.

I shall be highly obliged for your kind consideration and necessary action in this matter.

Yours faithfully,

(SS Mitharwal)

SI/Exe

CISF No. 110413176

CISF Unit BCCL,

Koyla Bhawan, Dhanbad.