

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
MANIPUR: IMPHAL.**

(Establishment Section)

Sir,

I beg to report for duty this day.....forenoon / afternoon on the expiry of my leave / after cancellation of expiry portion of my leave / on return from OAD / on return from training.

Yours faithfully,

Imphal, dated the

( )

**To be filled – up by the Establishment Section**

He / she is posted back to .....Section.

The excess man of that Section should report himself / herself to the Establishment Section.

Sr. Audit Officer/Admn

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**Noted in the Service Book and in the leave Account.**

Leave Reporter

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Filled in the personal case No.....of  
Shri / Smti.....

Leave Reporter

Sr. A.O. (Admn)