

To,
Manager(P & A)
SRU/HO, Bokaro Steel City

(To be submitted in duplicate)

Subject: Issue of duplicate **Medical Card**

Sir/Madam,

It is requested to kindly issue a duplicate medical card as per details given below:

1.Name of the card holder.....

2.Relation ship.....

3.Reason for duplicate issue of card:.....

I hereby authorize deduction of **Rs.10/- (Rupees ten only)** from my next salary towards fee for issue of duplicate **Medical Card**.

Thanking you,

1.Name :

2.Designation :

3.Staff No. :

4.Date :

5.Department :

For use by Personnel Department

No.SRU/Pers-HO/3(09)/2017-

Date:

To,

Mgr(F&A)

SRU/HO/B.S.City.

The medical card as per request above has been issued on..... It is requested to kindly deduct an amount of **Rs.10/- (Rupees ten only)** from the next salary of the employee towards fee for issue of duplicate **Medical Card**.

Manager(Personnel & Administration)
SRU/Head Office