

SICK COMMUTATION FORM

To,

(Through Proper Channel)

Respected Sir,

Reg. : Commutation of sick period

I beg to state that, I have reported sick from to, and submitted medical certificate in time RMC/PMC.

Therefore, I requested you to kindly sanction me commuted leave for the above sick period and oblige for which act of kindness, I shall be ever remain grateful to you.

PROFORMA FOR COMMUTATION

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|-----|---|-----------|
| 1. | Name of the Employee | : - |
| 2. | Designation | : - |
| 3. | Department | : - |
| 4. | Station Employed at | : - |
| 5. | Date of reporting Sick | : - |
| 6. | Date of unfit memo submitted | : - |
| 7. | Date of resumption for duties | : - |
| 8. | Date of fitness memo submitted | : - |
| 9. | Whether PMC or RMC | : - |
| 10. | Whether provided with Railway Quarter or not | : - |
| 11. | Whether in regular habit of reporting sick or not | : - |
| 12. | Special remarks if any | : - |

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Thanking you Sir,

Place :-

Date :-

Yours' Faithfully,

Name :
Designation :
Department :

Signature of Sanctioning Authority with Seal.