

To  
The Principal  
Harhi College, Gobindapur  
Through the HoD, Department of .....

Date.....

Sub: Prayer for leave/leave of absence.

Sir,

I have the honour to request you to grant me leave/ leave of absence on the occasion, period and type of leave as appended for which I shall be obliged.

Sl. No	No of Days	Leave		Cause of Leave	Type of Leave			
		From	To		E/L	C/L	Medical	Other

Yours' Faithfully

Remarks by HoD

During his absence the classes will be/are  
Adjusted and ensured regular holding of classes.

Signature of HoD

Accepted and leave is allowed to avail  
w.e.f.....To.....

For .....Days.

Principal  
Harhi College, Gobindapur

To  
The Principal  
Harhi College, Gobindapur  
Through the Head Asstt., Department of non-teaching staff

Date.....

Sub: Prayer for leave/ leave of absence.

Sir,

I have the honour to request you to grant me leave/ leave of absence on the occasion, period and type of leave as appended for which I shall be obliged.

Sl. No	No of Days	Leave		Cause of Leave	Type of Leave			
		From	To		E/L	C/L	Medical	Other

Yours' Faithfully

Remarks by Head Asstt.

During his absence the workloads will be/are  
Adjusted and ensured regular holding of duties.

Signature of Head Asstt.

Accepted and leave is allowed to avail  
w.e.f.....To.....  
For .....Days.

Principal  
Harhi College, Gobindapur