

To
The Principal
Sabang Sajanikanta Mahavidyalaya
P.O.: Lutunia, Dist. Paschim Medinipur

Application for sanction of CL (Casual Leave)

Sir

With due respect I
an employee of this institution beg state that I shall not be able to
attend the college on..... due to
.....

Considering the reason(s) and circumstances I would request you to
sanction CL or any of the following permissible leave for the same and
oblige.

1. Allotted number of credit(s) / classes/work load within the period of
leave:
2. Due Credit(s) / Classes to be adjusted as an Extra Allotment/
Tutorial class/ Remedial class on the date(s):
..... that may/will be notified on
.....

Thanking You,

Date:

Yours faithfully,

Signature

Head of The Department: 1. RECOMMENDED / NOT RECOMMENDED or
2. FORWARDED FOR NEEDFUL

Office Use only:

Leave Enjoyed Previously: out of Permissible limit.....

Checked and verified by

Approved / Not approved

Head Clerk

Principal