

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

Application for sanction of EL (Earned 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
.....

Document enclosed / will be submitted in due course. Considering
the reason(s) and circumstances I would request you to sanction
Earned Leave for the same and oblige.

1. Allotted number of credit(s) / classes/workload 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:

Total credit of EL	EL Enjoyed	Status	REMARK

Checked and verified by

Approved / Not approved

Head Clerk

Principal