

From:

Dinakrushna College, Jaleswar

Date:

To:

The Principal,
Dinakrushna College, Jaleswar
Dist : Balasore

Subject: Application for ____ days of Casual Leave

Sir,

I may kindly be allowed to avail Casual Leave for ____ days, from _____ to _____ due to [state reason, e.g., urgent personal work / medical reasons]. I will resume my duties on _____ .

_____ has kindly agreed to handle my classes and pending responsibilities during my absence. I will be reachable at [Your Phone Number] in case of any urgent queries. I may kindly request you to approve my leave.

Yours faithfully,

[Your Signature]
[Your Name]

Signature of the substitute Faculty

Signature of the Head of the Department

For Office use only

Total No. of C.L. one can avail : 14

Total No. of C.L. availed as on date : ____

Total No. of C.L. applied for : ____

Balanced C.L. (If Approved) : ____

Signature of the Dealing Assistant

Approved / Not Approved

PRINCIPAL