



Phone & Fax No.: 03222-243400, Mob.- 9733846160

DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

(Government Aided, NAAC Accredited College, affiliated to Vidyasagar University)

P.O.: CHAKSHYAMPUR ★ DIST.- PASCHIM MEDINIPUR ★ PIN- 721124 ★ W.B. ★ INDIA

To,
The Principal
Debra Thana Sahid Kshudiram Smriti Mahavidyalaya

Sub.: Prayer for Duty / Casual / Earned / Medical Leave

Madam,

I beg to state that, owing to _____ I shall not be able to / could not attend to my duties from _____ to _____

Therefore, I may kindly be granted the above mentioned _____ days as Duty / Casual / Earned / Medical Leave.

Thanking you

Yours faithfully

Granted / Non Granted

Signature of Applicant

Name & Designation :

Principal

Date :