



DEVI AHILYA VISHWAVIDHALAYA, INDORE

Institute of Engineering & Technology

Date

To,
The Director,
IET-DAVV,
Indore

Subject: Request for Half / Full Day Casual / Optional / Earn Leave.

Sir,

I shall not be able to attend my duties form date _____ to _____ kindly sanction me _____ day (s) leave, on account of _____

Thanking you,

Signature _____

Name _____

Designation _____



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