

To ,
The Head of the Department,
Civil Engineering,
Government Engineering College, Raipur(C.G)

Subject : Application for Leave and Engaging classes.

Respected Sir,

With due Respect I want to inform you that I Mr/Mrs Ava would like to take leave of 2 days from 2024-01-04 to 2024-01-05 because I am on tour.

Kindly grant me leave of absense. The Details of class engage is mentioned as follows.

Date	Day	Period	Semester	Branch	Subject	Engage by faculty Name
4-1-2024	Tuesday	4	3	CIVIL	Foundation	ritu

Thank You.

Your sincearly
Name of the Faculty : Mr/Mrs Ava
Department CIVIL