

To

The Director  
MDRAFM  
Bhubaneswar

(Through the Course Director, MDRAFM)

Subject : Application for one day leave  
on 16/10/2024 (Wednesday) to  
celebrate Gajalaxmi Puja / Kumar Purnima  
at my native place.

Respected Sir,

With due respect, I Bhagyashree Naik,  
OFS (P) - 2021, beg to state that every year I celebrate  
Gajalaxmi Puja / Kumar Purnima at my native place with  
my family members. This year also I would like to  
celebrate the puja at my native place with my family.

Therefore I would like to request  
you to kindly grant me one day leave on 16/10/24 F.N  
(Wednesday) for which I shall be grateful and  
obliged to you.

Place - Bhubaneswar

Date - 14/10/2024

Yours faithfully  
Bhagyashree Naik  
(BHAGYASHREE NAIK)  
OFS (P) - 2021