

To  
The Director  
MDRAFM, Bhubaneswar, Odisha

(Through the course director)

Sub: Requesting grant of casual leave on 7<sup>th</sup> December 2024 and head quarter leaving on 8<sup>th</sup> December 2024.

Respected Sir,

with due respect and humble submission  
I, Prabhat Kumar Dalai, OFS (P). 2021 Batch beg to  
State that I kindly be allowed to avail casual  
leave (CL) on 7<sup>th</sup> of December 2024 to visit  
my hometown Sambalpur to check on my  
brother's health which is scheduled on the  
same day.

Therefore, I request you to kindly  
grant one casual leave (CL) on 7<sup>th</sup> December 2024  
and head quarter leave on 8<sup>th</sup> December 2024  
(Sunday) for which I shall be obliged to  
you.

MDRAFM, Bhubaneswar

Dt: 04/12/2024

Yours faithfully,  
Prabhat Kumar Dalai

PRABHAT KUMAR DALAI  
OFS(P) 2021 Batch  
Mob. no.- 8249274684