

To

The Director

MDRAFM, Bhubaneswar

(Through proper channel)

Sub:- Application for casual leave and
headquarter leaving permission

Respected Sir,

I would like to seek permission for
one day's casual leave from work on 16-11-2024
to attend my cousin's engagement ceremony.
I shall be out of station from 15-11-2024 (FN)
to 17-11-2024 (AN) for my hometown trip due
to above reason.

I may kindly be granted CL and
head-quarter leaving permission for the
aforesaid period. During this period, I
shall be available in the following address.

Address

AT - Poda Astia

PS - Baripada Town

Dist - Mayurbhanj

Pin - 757049

Ph - 9861881953

Date :- 08-11-2024

Place - CUTM, Khurda

Yours faithfully,
Bikash Chowdhury
OFS(P)-2021