

To

The Director, MDRAFM, Bhubaneswar
(through course director)

Subject:- Requesting casual leave (CL) for two days
from 11/04/2024 to 12/04/2024 along with
headquarter leaving permission from 09/04/24
evening to 15/04/24 (morning) which includes
govt. holidays.

Sir,

I PRABHAT KUMAR DALAI, OFS(P) 2021 Batch
with due respect beg to state that I wanted to
visit my hometown Sambalpur to attend family
function where my presence is duly needed on
11/04/2024 and 12/04/2024.

Therefore I request you to kindly grant
me casual leave (CL) and headquarter leaving
permission for which I shall be grateful to
you.

Bhubaneswar
06/04/2024

Yours faithfully
PRABHAT KUMAR DALAI
Prabhat Kumar Dalai
OFS(P) 2021 Batch

Contact address while on
leave:-

AT- Brundaban Vihar, Behind
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