

To

The Director

MDRAFM, Bhubaneswar

(Through the course director)

Sub: Application for headquarter leaving permission  
and 1 day casual leave on 10<sup>th</sup> September 2024

Respected Sir,

with due respect, I Prabhat Kumar Dalai  
OFS probationer of 2021 batch. would like to  
visit my hometown Sambalpur on the eve  
of Nuakhai festival from 7<sup>th</sup> to 8<sup>th</sup>, 9<sup>th</sup> September  
which falls on Govt. holidays along with  
one day casual leave on 10<sup>th</sup> of September  
2024.

Therefore I kindly request you grant  
headquarter leaving permission from 7<sup>th</sup>  
September to 9<sup>th</sup> September along with one  
day casual leave on 10<sup>th</sup> September 2024.

MDRAFM, Bhubaneswar  
3<sup>rd</sup> September 2024

Yours Faithfully,  
Prabhat Kumar Dalai  
PRABHAT KUMAR DALAI  
OFS(P) 2021 Batch  
Mob.- 8249274684