

To,
The Director,
MDRAPM, Bhubaneswar
(Through the Course Director)

Sub- Requesting approval of Casual leave and
Headquarter leave from 27th Sept. 2024 (FN)
to 28th Sept. 2024 (AN) with suffix 29th Sept.
2024 (Sunday).

Sir,

With due respect I, Ashajyoti Sahu, OFS(P)
undergoing MDP Training Programme at Centurion -
University is seeking your approval for Casual -
leave and Headquarter leave on 27th and 28th Sept.
2024, as there is a doctor appointment for
my brother's cardiac check up at GARE Hospital,
BBSR. Last Monday he had chest pain and we duly
consulted at KIMS Hospital and the pain had not
settled down. As parents are away at Ranchhela,
I have to accompany my little brother for his
check up and diagnosis as per the appointment.

Therefore, I request you kindly approve
my leaves and allow me the aforesaid leaves,
for which I will be highly obliged.

During Leave:

Address - Flat - 804, Northview
Apartment, Patia,
BBSR.

mobile No. - 8328953706

Yours faithfully
Ashajyoti Sahu
OFS (P), 2021 Batch.