

To

The Director

MDRAFM, Bhubaneswar

(Through proper channel)

Subject:- 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 01-11-2024 due to puja at my home on the occasion of Diwali. I shall be out of station from 31-10-2024(FN) to 01-11-2024 (AN) for my hometown trip due to above reason.

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

Address

AT/PO - Poda Astia

PS - Baripada Town

Dist - Mayurbhanj

Pin - 757049

Ph - 9861881953

Date:- 23-10-2024

Place:- CUTM, Khurdha

Yours faithfully,
Bikash Chowdhury
QFS(P) - 2021