

संगणक विज्ञान एवं अभियांत्रिकी विभाग  
Department of Computer Science and Engineering  
Indian Institute of Technology Kharagpur  
भारतीय प्रौद्योगिकी संस्थान खड़गपुर

To  
The Head  
Department of Computer Science & Engineering  
IIT Kharagpur

Date:

Sub: Application for Leave/Station Leave.

Respected Sir,

This is to inform you that I, \_\_\_\_\_ a/an Ph.d/MS student in the  
department of CSE, will be out of Station from \_\_\_\_\_ to \_\_\_\_\_  
therefore, I would request you to please grant me permission for the same.

Yours Sincerely,

Name:

Roll No.:

Forwarded by:

HOD: