

Application for 2 days casual leave - 13.01.2021 and 15.01.2021

From : AJITHKUMAR Gopinathan <ajithk@hil.gov.in>

Tue, Jan 12, 2021 10:31 AM

Subject : Application for 2 days casual leave - 13.01.2021 and 15.01.2021**To :** RAJESH CHOUBEY <gmfinance@hil.gov.in>

Dear Sir,

Please sanction 2 days of casual leave on 13.01.2021 and 15.01.2021 (14.01.2021 is a closed holiday) for visiting my native place in connection with the medical treatment of my mother. I will be available online and will be attending all my day to day work as scheduled.

Further, I wish to submit that all necessary work for Quarterly closing viz BRS, SAP entries including GST Set off entries, verification of Depreciation posting, etc are completed for my BA.

Thanking you and hoping for favorable action in the matter

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