

Date:.....

To,

The Registrar,
Devi Ahilya Vishwavidyalaya,
Indore

Subject: GRANT OF SPECIAL CASUAL LEAVE

Sir,

I request you kindly to grant me Special Casual Leave for days with effect from to with permission to prefix/ suffix holidays on The desired particulars are as under:

1. Details of total absence:
 - (a) Dates of forward & return journey
 - (b) Duration of Halt at out Station
2. Purpose for which the leave is applied:
3. Whether the job is remunerative or non remunerative:
4. Number of Special Casual Leave availed of during the current calendar year:
5. Address during the leave period:
6. I assure you that I shall submit a certificate of having attended
..... (Seminar/ Conference/ Meeting etc.) from the competent authority.

Yours faithfully,

Signature

Name

Designation