

MAEER's MIT COLLEGE OF ENGINEERING, PUNE.

Date: / /20

To,
The Principal,
MAEER's MIT College of Engineering,
Kothrud, Pune - 38.

Sub.: Application for On Duty Leave.....

Respected Sir,

I, working as in Dept.
in our institute, requesting you to kindly sanction me on duty leave from to
..... for day/s, for the reason of
..... Mobile No:

Total on duty leave availed in calendar yr. [Jan. to Dec.]	Current on duty leave applied	Total	Remark [If any]

Thanking you,

Yours Faithfully,

Date: / /20

Sign of Applicant

Sign. of H.O.D.

Sign. of Principal

Hon'ble Executive Director

Note: On Duty leave will be considered as with pay, after enclosing supporting document strictly.

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