

Special leave.
Sanctioned
14/2/2022

LEAVE APPLICATION

From:

Asst Prof. Ruksal Kh
(Commerce faculty)

To
The Principal,
S.E.M.T.'S
Moinuddin B. Harris College of Arts &
A.E.Kalsekar College of Commerce,
Nawayat Nagar, Sopara
Tal- Vasai, Palghar- 401 203

Sir,

Due to Marriage Ceremony

I am unable to attend the College for 9 days on / from 23/02/2022

I, therefore request you to sanction me 9 days Casual / Half Pay /
Earned / Commuted / Maternity Leave and oblige. I shall resume m / duties on
04/03/2022

My leave record is as follows:

Leave previously enjoyed _____ days. Leave in Balance _____ days.

Thanking you,



Ruksal Khan

Your : faithfully,


(Signature)

Leave Sanction

The leave as requested is sanctioned / ~~Not Sanctioned~~.


Principal