

**MIDNAPORE COLLEGE (AUTONOMOUS)  
MIDNAPORE**

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Forwarded by the  
Head of the Department

C.L./E.L/M.L./D.L. Account Year \_\_\_\_\_

C.L. already taken No. of Days \_\_\_\_\_

C.L. taken at present \_\_\_\_\_

No. of Days C.L. on credit \_\_\_\_\_

To  
The Principal,  
Midnapore College (Autonomous),  
Midnapore.

**Sub : Prayer for Casual Leave/ Earned Leave/ Medical Leave/ Duty Leave.**

Sir,

With due Respect, I beg to state that I shall not be / I could not attend to my duty/ duties on and from

\_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_.

So, I request to you kindly grant me \_\_\_\_\_ day/ days C.L./E.L./ M.L./ D.L. and oblige.

Thanking you.

Yours faithfully,

Place:-

Date:-

**Granted / Not Granted**

**Principal  
Midnapore College (Autonomous)  
Midnapore**

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