

To
The Director & Sr. Professor
IIPS, Deonar, Mumbai 400 088

In connection with my (nature of work), I wish to attend office fromto.....

I may kindly be permitted to attend office during above mentioned period.

The earned leave as admissible as per Institute's rule may kindly be credited to my leave account in lieu of vacation not available.

Place: IIPS
Dated the.....

Signature.....
Name.....
Designation.....

Recommendation of the Head of the Department

Signature.....

Director & Sr. Professor's remark

Signature.....

FOR OFFICE USE

Earned leave ofdays has been credited to the leave account of(Name and Designation)

Signature of dealing clerk

SO/OS

Registrar