

VJTI

Veermata Jijabai Technological Institute (Central Technological Institute, Maharashtra State, INDIA) H. R. Mahajani Marg, Matunga, Mumbai 400019

Leave form for faculty/staff _____.Dept.

To,	Date:			
Head Dept.				
V.J.Tech.Institute, Mumbai-400019				
Mumbai-400019				
Dear Sir/Madam,				
I, Shri/Smt	Designation			
request you to grant me	day/s Earned / Sick / Compensatory / L.W.P / CL leave			
On/from to	reason for leave			
Thanking you,				
	Yours faithfully,			
	Tours faithfully,			
	(Faculty /Staff)			
Lab. Incharge/foreman	Head,Dept.			
BETTO 1982 771	(Central Technological Institute, Maharashtra State, INDIA) H. R. Mahajani Marg, Matunga, Mumbai 400019 Leave form for faculty/staffDept.			
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	reason for leave			
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	Yours faithfully,			
	(Faculty /Staff)			
Lab. Incharge/foreman	Head,Dept.			