



V J T I

Veermata Jijabai Technological Institute

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

Leave form for faculty/staff
_____Dept.

To,
Head _____ Dept.
V.J.Tech.Institute,
Mumbai-400019

Date: _____

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,

(Faculty /Staff)

Lab. Incharge/foreman

Head, _____ Dept.



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