

GOVERNMENT COLLEGE OF ENGINEERING, NAGPUR

Department Name -

Department Ref. No. -

Date -

Submitted -

Subject - 'ON DUTY' Leave Application.

I will not be present in the institute for _____

_____ on dated

Kindly consider my absentee as 'ON DUTY' on dated

Thanking you

Yours sincerely,

To,

The Principal,

Through Head of _____

Government College of engineering,

Nagpur