

To
The _____
NISER,
Bhubaneswar

(Through Proper Channel)

Sir,

This is to inform, that I shall be out of station from _____
at _____ AM/PM to _____ at _____ AM/PM for the purpose
_____. I may kindly be
granted head quarter leaving permission for the aforesaid period. During this
period, I shall be available in the following address/contact no.

ADDRESS

_____ PIN _____

Cell No. _____

Other Tel. _____

Yours faithfully,

Date : _____

(Signature)

Name : _____

Designation: _____

PF No.: _____