

**To
The Faculty In-Charge,
Faculty Affairs
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 of _____. 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:

Cell No: _____

Other Tel.: _____

Date : _____

Yours faithfully

(Signature)

Name: _____

Designation: _____

PF. No. _____