Submitted to the Director. Dated 31.08.18

Sub: Application for earned leave-reg.

Respected Madam,

With reference to the above, please find enclosed my application for earned leave in prescribed format for three months from 10th September to 7th December 2018 to undergo naturopathic treatment for back pain. Permission may also be given to hand over the charge of guesthouses to Mr Gangula Shanmuk, the Hostel Superintendent and the Assistant In-charge of Guesthouses, and the Product Development Cell to Mr Nanjundaswamy, M., Senior Library and Information Assistant.

Yours faithfully,

Dr.Shijith Kumar C

 Library and Information Officer