	The Head Computer Science & Application University of North Bengal	
	(Through The Secretary, P.G Faculty Council of Science, NB	J)
	Sub: Casual Leave	
	Sir,	
	This is to inform you that I could not/shall not be able to attend to my duty on the	
	on of my urgent piece	of business/illness.
	I shall be obliged if you would kindly sanction me	day/days casual leave for the absence.
		· ·
	Date:	V 6-ish 6-ill-
		Yours faithfully,
		No.
		Name:
		Designation:
		Computer Science & Application
		University of North Bengal
	To The Head	
	Computer Science & Application	
	University of North Bengal	
	(Through The Secretary, P.G Faculty Council of Science, NB	U)
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		Name:
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		Computer Science & Application
		University of North Bengal
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